



**Republic of the Philippines**  
**Department of Education**  
**REGION XII**  
**SCHOOLS DIVISION OF SOUTH COTABATO**

**Office of the Schools Division  
 Superintendent**

**20 May 2024**

DIVISION MEMORANDUM  
 OSDS No. **088**, s. 2024

**NOTICE TO CONDUCT BEHAVIORAL EVENT INTERVIEWING, WORK SAMPLE  
 AND WRITTEN TEST FOR THE POSITIONS OF ADMINISTRATIVE OFFICER II  
 AND ADMINISTRATIVE ASSISTANT I**

To: Assistant Schools Division Superintendent  
 Public Schools District Supervisors/Principal In-charge  
 Public Elementary and Secondary School Heads  
 All Others Concerned

- The Schools Division of South Cotabato, through its Human Resource Merit, Promotion and Selection Board (HRMPSB), aims to accelerate the delivery of basic education facilities and services by ensuring the timely filling up of vacant positions. This process is designed to guarantee transparency and adherence to applicable laws and guidelines in terms of the recruitment and selection process.
- In line with this, and in reference to OSDS Division Memo No. 043, s. 2024, on the Notice of Vacancy for Administrative Assistant I, Administrative Assistant II, Administrative Assistant III and Administrative Officer II, the Behavioral Event Interviewing (BEI), Work Sample, Written Test, and Open Ranking shall be conducted according to the following schedule of activities.

<b>Position</b>	<b>Activity</b>	<b>Date</b>	<b>Time</b>	<b>Platform</b>
Administrative Officer II	Behavioral Event Interviewing (BEI)	May 22, 2024	8:00 am- 12:00 pm	Online MS Teams
Administrative Assistant I	Work Sample and Written Test		1:30 pm- 5:00 pm	Online MS Teams

3. For any inquiries, please contact Nerie H. Tresbe, Administrative Officer IV at telephone no. 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.

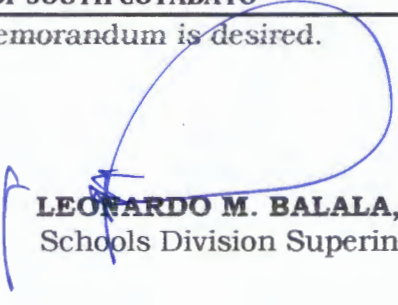


**Address:** Alunan Avenue, Koronadal City, South Cotabato 9506  
**Telephone Number:** (083)228-3801  
**Email Address:** [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)



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4. Immediate dissemination of this memorandum is desired.

  
**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl: Selection Line-Up

Reference: OSDS Division Memorandum No. 043, s. 2024

To be indicated in the Perpetual Index

Under the following subjects

EMPLOYMENT      HIRING  
RECRUITMENT

NHT/DM- notice to conduct behavioral event interviewing, work sample, written test and open ranking for the positions of administrative officer ii and administrative assistant i  
0000/May 20, 2024





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Enclosure to DM OSDS No. \_\_\_\_\_ s. 2024

**SELECTION LINE UP**  
**POSITION: ADMINISTRATIVE OFFICER II**

Notice of Vacancy: No. 043 s. 2024, Notice of Vacancy for Administrative Assistant I, Administrative Assistant II, Administrative Assistant III and Administrative Officer II

**LAKE SEBU PROPER NED ES, PROPER NED SLONG EXT, PROPER NED SALBAN CLUSTER**

NO.	NAME	APPLICATION CODE
1	FALE, ALYSSA MARIE LORILLA	2024-SDOSC043-AO2N-068
2	LEDESMA, HANNA DORILAG	2024-SDOSC043-AO2N-091
3	NABONG, GENEROSE ESCOBILLO	2024-SDOSC043-AO2N-113
4	MUECO, GLINETTE JANE DALICAN	2024-SDOSC043-AO2N-112
5	DE JOSE, PRINCESS DEXIE OFONG	2024-SDOSC043-AO2N-048
6	TRULAN, CYNTHIA LENE S.	2024-SDOSC043-AO2R-169

**POLOMOLOK BENTUNG SULIT CLUSTER**

NO.	NAME	APPLICATION CODE
1	VALENZON, ANGELITA HERNANE	2024-SDOSC043-AO2N-162
2	AGUI, ALICE MANULAT	2024-SDOSC043-AO2N-009
3	AMPONG, JULIE FERNANDEZ	2024-SDOSC043-AO2N-015
4	IWAG, CRISTINE JOY TALOLA	2024-SDOSC043-AO2N-084
5	ROLA, IRENE LYN ALMASA	2024-SDOSC043-AO2N-138
6	AKIB, JALIHA BANGSA	2024-SDOSC043-AO2N-010
7	TAGAC, KHRISTAL AÑASCO	2024-SDOSC043-AO2N-154
8	FEREN, JASMINE VALENCIA	2024-SDOSC043-AO2N-072
9	BULAN, ADOLFO YBAÑEZ	2024-SDOSC043-AO2N-029
10	ADVINCULA, BERNADETH	2024-SDOSC043-AO2N-006
11	DELAUTA, MARK GEL REBUCAS	2024-SDOSC043-AO2N-051

**TBOLI LAMSALOME-EDWARDS CLUSTER**

NO.	NAME	APPLICATION CODE
1	ATIENZA, ELLA N.	2024-SDOSC043-AO2R-173
2	AGUIRRE, SHIELA E.	2024-SDOSC043-AO2R-170
3	MARFIL, FERDINAND L.	2024-SDOSC043-AO2R-172
4	BULANON, GREGGY GASPER	2024-SDOSC043-AO2N-030
5	EDING, LORLYN VIANN C.	2024-SDOSC043-AO2R-171
6	MAGSAEL, EARL JOY SERVANDIL	2024-SDOSC043-AO2N-103





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7	PANES, JOSEPHINE BEJAR	2024-SDOSC043-AO2N-124
8	SERILO, CHERIE FRENCY VALENTE	2024-SDOSC043-AO2N-146
9	TOLOG, GLENNY GRACE MOJANA	2024-SDOSC043-AO2N-156
10	TUTANIA, CAROL DUMALA	2024-SDOSC043-AO2N-160
11	FADO, GEFFA M.	2024-SDOSC043-AO2R-178
12	LUMBAY, EMMANUEL BLABAD	2024-SDOSC043-AO2N-096
13	MAGALIB, ALJOY TUDOK	2024-SDOSC043-AO2N-100
14	SIMPAL, LELLANY OSTAN	2024-SDOSC043-AO2N-148
15	ADAM, ARACELLI M.	2024-SDOSC043-AO2R-176
16	ANTONIEGO, JIREH ANIVERSARIO	2024-SDOSC043-AO2N-016

**TBOLI LEMKATI ES, DATAL BILA ES, DATAL DLANAG ES CLUSTER**

NO.	NAME	APPLICATION CODE
1	PALMA, JOHN ALBERT TUVILLARA	2024-SDOSC043-AO2N-122
2	LUMOGDANG, JOLLY ANN REQUIZ	2024-SDOSC043-AO2N-097
3	SOMBREA, ANGELICA BOSQUE	2024-SDOSC043-AO2N-151

**TUPI MIASONG ES, BENIGNO AQUINO ES, JOSE ESCOBILLO ES CLUSTER**

NO.	NAME	APPLICATION CODE
1	GALANO, CHARLENE GATINAO	2024-SDOSC043-AO2N-075
2	ALEGRIA, JACKIE MAE DAWANG	2024-SDOSC043-AO2N-013
3	MIANO, MELANIE	2024-SDOSC043-AO2N-109
4	ABERCA, MARIBEL TEDIONG	2024-SDOSC043-AO2N-002
5	CUENCA, DEXTER DALIVA	2024-SDOSC043-AO2N-042
6	CUSTODIO, RICARDO OBSILLA	2024-SDOSC043-AO2N-043
7	DE JOSE, PRINCESS DEXIE OFONG	2024-SDOSC043-AO2N-049

**TUPI SIMBO ES, PRUDENTE ES CLUSTER**

NO.	NAME	APPLICATION CODE
1	QUINTOS, BERNADETTE M.	2024-SDOSC043-AO2R-175
2	LORENZO, QUEENIE D.	2024-SDOSC043-AO2R-179
3	MONDEJAR, MARY FAITH AGABAN	2024-SDOSC043-AO2N-110
4	CABALLERO, JERIC ROY GALLENERO	2024-SDOSC043-AO2N-033
5	FLORENO, FRITZIE TUTOR	2024-SDOSC043-AO2N-073
6	ABERCA, MARIBEL TEDIONG	2024-SDOSC043-AO2N-001
7	CABUCAY, JACKIE ANN JOVERO	2024-SDOSC043-AO2N-034
8	DE JOSE, PRINCESS DEXIE OFONG	2024-SDOSC043-AO2N-047
9	LUNA, NICOL ANDO	2024-SDOSC043-AO2N-098



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**SELECTION LINE UP**  
**POSITION: ADMINISTRATIVE ASSISTANT I**

<b>NO.</b>	<b>NAME</b>	<b>APPLICATION CODE</b>
1	BAUTISTA- BALDEO, KAREN GIN MAGHANOY	2024-SDOSC043-ADASI-009
2	TUTANIA, CAROL DUMALA	2024-SDOSC043-ADASI-063
3	CUENCA, DEXTER DALIVA	2024-SDOSC043-ADASI-014
4	PAUYA, JASMIN GUEVARRA	2024-SDOSC043-ADASI-046
5	SALIK, BAILYN LOMEDEG	2024-SDOSC043-ADASI-052
6	BULAN, ADOLFO YBANEZ	2024-SDOSC043-ADASI-011
7	FERRER, BERNARD MANANGAN	2024-SDOSC043-ADASI-024
8	TRIBACO, MICHELLE ANGELU BERONILLA	2024-SDOSC043-ADASI-062
9	OMBID, SHEKEN CALAWIGAN	2024-SDOSC043-ADASI-043
10	QUINTON, IRISH BESENIO	2024-SDOSC043-ADASI-050
11	BABON, CHEENEE CASTANO	2024-SDOSC043-ADASI-006
12	DELAUTA, MARK GEL REBUCAS	2024-SDOSC043-ADASI-018





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**HRMPSB COMMITTEE**

<b>NO.</b>	<b>NAME</b>	<b>POSITION</b>
1	LEVI B. BUTIHEN	Assistant Schools Division Superintendent
2	CRISTOPHER T. FRUSA	Chief, SGOD
3	RONALD JIM S. SOMERA	Administrative Officer V
4	NERIE H. TRESBE	Administrative Officer IV- Personnel
5	ARLENE L. ALBUNA	Administrative Officer IV-Personnel
6	CARLO P. DIVEDOR, CPA	Accountant III/Representative, Division Nonteaching Employees Association
7	SNOOKY Y. SOLAS	Administrative Assistant III/Representative, Division Nonteaching Employees Association- 1 <sup>st</sup> Level
8	RAY O. LLOREN	Administrative Officer IV-Supply
9	JOSIE G. CABALQUINTO	Administrative Officer IV-Cash
10	MA. LUZ E. ESTEMBER	Administrative Officer IV-Records
11	MAY GRACE TOMANAN	Administrative Officer V-Budget
12	LOURDES B. LECHONSITO	Administrative Officer II-Payroll

**SECRETARIAT**

<b>NO.</b>	<b>NAME</b>	<b>POSITION</b>
1	ROVILIE F. TIRADO	Administrative Officer II
2	KEITH J. GELLA	Administrative Officer II
3	MA. JOSSIE TIFFANY P. CASPE	Administrative Officer II
4	CHERRY T. LOZADA	Administrative Officer II
5	IRISH MAY C. PALMES	Administrative Officer II
6	MIKE S. ARCIAGA	Administrative Officer II