



Republic of the Philippines  
**Department of Education**

REGION XII  
 SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
 Superintendent

15 Nov 2024

DIVISION MEMORANDUM  
 OSDS No. **186**, s. 2024

NOTICE TO CONDUCT BEHAVIORAL EVENT INTERVIEWING, WORK SAMPLE  
 AND WRITTEN TEST FOR ADMINISTRATIVE ASSISTANT III

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

1. In reference to Division Memorandum OSDS No. 167, 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.

Position	Activity	Date	Time	Platform
Administrative Assistant III	Behavioral Event Interviewing (BEI)	November 19, 2024	8:00 am- 5:00 pm	MS Teams
	Work Sample and Written Test, Open Ranking	November 20, 2024	8:00 am- 12:00 pm	

3. For any inquiries, please refer to Ma. Luz E. Estember, Administrative Officer IV or email through [maluz.estember001@deped.gov.ph](mailto:maluz.estember001@deped.gov.ph) or at the Office of the Assistant Schools Division Superintendent.

4. Immediate dissemination of this memorandum is desired.

  
**LEONARDO M. BALALA, CESO V**  
 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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Encl: Selection Line-Up

Reference: Division Memorandum OSDS No. 167, 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 for the positions of administrative assistant iii  
0000/November 15, 2024



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

**SELECTION LINE UP**

Notice of Vacancy: No. 167 s. 2024, Notice of Vacancy for Administrative Assistant I, Administrative Assistant II, Administrative Assistant III and Administrative Officer II

**POSITION: ADMINISTRATIVE ASSISTANT III**

SDO SOUTH COTABATO		
NO.	NAME	APPLICATION CODE
1	AGUI, ALICE MANULAT	2024-NV167-ADASIII-N004
2	GALO, MIA PERALES	2024-NV167-ADASIII-N033
3	LORILLA, GENEVE VISPO	2024-NV167-ADASIII-R042
4	MANA-AY, MARLO JOHN LEGASPINO	2024-NV167-ADASIII-N049
5	ROMITMAN, JOVAN JAMES AGURA	2024-NV167-ADASIII-N063
6	TUTANIA, CAROL D	2024-NV167-ADASIII-N073
7	CAÑAVERAL, SHIELA MAE AVILA	2024-NV167-ADASIII-N017
8	VELA, CREZEL MAE BELGIRA	2024-NV167-ADASIII-N074
9	BARCELONA, MARCHILLE DE VERA	2024-NV167-ADASIII-N012
10	DOSANO, FRANCIS JAYNE BENNET	2024-NV167-ADASIII-N027
11	GALUMO, MARY ANTONETTE TOMCO	2024-NV167-ADASIII-N034
12	LUGAN, BEBERLY BLONTO	2024-NV167-ADASIII-N043
13	STA ANA , JAY BEE ANN JARDELEZA	2024-NV167-ADASIII-N070
14	TOLOG, GLENNY GRACE MOJANA	2024-NV167-ADASIII-N072
15	YUNGCO, SHERRY JANIOLA	2024-NV167-ADASIII-N076
16	AVELINO , NICHIE FAJAGUTANA	2024-NV167-ADASIII-N009
17	AZUR, BABY JANE CALAMA-AN	2024-NV167-ADASIII-N010
18	BURLAZA, KRIZZLE JEANNE SALARZA	2024-NV167-ADASIII-N016
19	DAGURO, HEDDA JOY L.	2024-NV167-ADASIII-R022
20	DELAUTA, MARK GEL REBUCAS	2024-NV167-ADASIII-N025
21	PANDONG, RUDY JR K	2024-NV167-ADASIII-R057
22	SAN JUAN, NATHANIEL JR. ASION	2024-NV167-ADASIII-N065
23	SANCHEZ, JOVELYN LAGSIL	2024-NV167-ADASIII-N066
24	ANGKOY, REGENIALYN LAMBONG	2024-NV167-ADASIII-N007





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25	KUHAN, FRECIA SUGAN	2024-NV167-ADASIII-N038
26	LANGGONG, REX DULAY	2024-NV167-ADASIII-N039
27	REYES, JOAN CELINO	2024-NV167-ADASIII-N062
28	VILLANUEVA, APRIL ANGELI CASTAÑARES	2024-NV167-ADASIII-N075
29	BACUS, STACY PEARL TRINIDAD	2024-NV167-ADASIII-N011
30	OBRA , WILLYN RENDON	2024-NV167-ADASIII-N054
31	DELA GENTE , WENCY FORRO	2024-NV167-ADASIII-N024
32	NAMANAMA, BLESSED APRIL JEMONG	2024-NV167-ADASIII-N053
33	RAMIREZ, ROSE JONALYN CALULO	2024-NV167-ADASIII-N060
34	CASADOR, ARRA CARLYNE SOBERANO	2024-NV167-ADASIII-N018
35	ESTABILLO , REJOY QUEEN LANGAN	2024-NV167-ADASIII-N031
36	MANAGUIT , AIZA GRACE PILLADO	2024-NV167-ADASIII-N050
37	RABACA , NOEME LASTRE	2024-NV167-ADASIII-N059
38	ACHA, KHRISNA JOY OJARLIZA	2024-NV167-ADASIII-N001
39	CAGUNDA, JEFFREY JONE PILAPIL	2024-NV167-ADASIII-N019
40	CAYUGAN, GILBERT BANGAW	2024-NV167-ADASIII-N020
41	DEL CASTILLO, SARVE SWAYNE PALENCIA	2024-NV167-ADASIII-N023
42	ESPERIDA, LI ANNE ALOLOR	2024-NV167-ADASIII-N030
43	ALGEGRIA, JACKIE MAE DAWANG	2024-NV167-ADASIII-R005
44	DUMAGAN, MA. MEGAN GUINEVERE LUMOCOSO	2024-NV167-ADASIII-N028
45	MACARIOLA,, LILIAN AMARAO	2024-NV167-ADASIII-N045
46	MAGSOMBOL, MA. CHRIZNAH N/A	2024-NV167-ADASIII-N048
47	CLAR, NICHELLE CARTEL	2024-NV167-ADASIII-N021
48	LOPEZ, CHEYENNE GAIL SOBREMISANA	2024-NV167-ADASIII-N041
49	AMPARAN, JENLY JOY RECIPUSCOLO	2024-NV167-ADASIII-N006
50	ASUNCION, JANN RUEL LEDESMA	2024-NV167-ADASIII-N008
51	BEBELONE , QUELYN ABLAZAR	2024-NV167-ADASIII-N014
52	FERNANDEZ, JOHN HENRY ALCANO	2024-NV167-ADASIII-N032
53	GARLIT, DEXTER ANTOLIN	2024-NV167-ADASIII-N035
54	ISALES , CINDY MAY IBAÑEZ	2024-NV167-ADASIII-N037



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55	MAGBANUA, GENALYN RIZANO	2024-NV167-ADASIII-N047
56	MIGUEL, UNICE RABINA	2024-NV167-ADASIII-N052
57	PECADIZO, JOHN PHIL BRANDO CAPECIO	2024-NV167-ADASIII-N058
58	DIENTE, CHRISTLE FAITH DELES	2024-NV167-ADASIII-N026
59	SANTILLAN, MARK ANTHONY CENIZA	2024-NV167-ADASIII-N067

**HRMPSB COMMITTEE**

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

**SECRETARIAT**

NO.	NAME	POSITION
1	KEITH J. GELLA	Administrative Officer II
2	ROMEO V. MELITON JR	Administrative Officer II
3	JUNFE AL MARK M. PILAPIL	Administrative Officer II
4	LEANDRE MARC M. DEGRACIA	Administrative Officer II