



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

Office of the Schools Division
Superintendent

31 Jan 2025

DIVISION MEMORANDUM
OSDS No. **021**, s. 2025


NOTICE TO CONDUCT BEHAVIORAL EVENTS INTERVIEW, WORK SAMPLE AND
WRITTEN TEST FOR ADMINISTRATIVE OFFICER IV POSITION

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. 002, s. 2025, on the **Notice of Vacancy for Administrative Officer IV**, the Behavioral Event Interviewing (BEI), Work Sample, Written Test, Skills Test and Open Ranking shall be conducted according to the following schedule of activities.

Position	Activity	Date	Time	Venue
Administrative Officer IV	Behavioral Event Interviewing (BEI)	February 4, 2025	8:00am-12:00pm	@ Division Conference Hall
	Written Exam		1:30pm-2:30pm	
	Open Ranking		3:00pm-5:00pm	

2. Enclosed is the selection line-up, HRMP SB committees and secretariat.
3. For any inquiries, please refer to Ma. Luz E. Estember, Administrative Officer IV or email at maluz.estember001@deped.gov.ph.
4. Immediate dissemination of this memorandum is desired.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent



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Encl: Selection Line-Up

Reference: Division Memorandum OSDS No. 02, s. 2025

To be indicated in the Perpetual Index

Under the following subjects

EMPLOYMENT	HIRING
RECRUITMENT	SELECTION

MLE/DM- notice to conduct behavioral event interviewing, work sample, written test for the positions of administrative officer iv
0000/January 31, 2025



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Enclosure to DM OSDS No. _____ s. 2024

SELECTION LINE UP

Notice of Vacancy: No. 02 s. 2025, Notice of Vacancy for Administrative Officer IV

POSITION: Administrative Officer IV

SDO SOUTH COTABATO		
NO.	NAME	POSITION
1	Mary Ann Pillado	Administrative Officer II
2	Monique Liva	Registrar
3	Sandy Jade Delos Reyes	Administrative Officer II
4	Alec Christian Jimm Arboleda	Administrative Officer III
5	Aldrin C. Carbonel	Administrative Officer IV
6	John Lloyd E. Tenebro	Administrative Officer II
7	Archie Banados	Administrative Officer II
8	Keith J. Gella	Administrative Officer II
9	April Love Alimpuangon	Administrative Officer II
10	Flor Angelie Tolondon	Administrative Officer II

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	MA. LUZ E. ESTEMBER	Administrative Officer IV
5	ARLENE L. ALBUNA	Administrative Officer IV
6	CARLO P. DIVEDOR	President-NEU
7	STEPHEN SALAZAR	Principal IV- Libertad NHS

SECRETARIAT

NO.	NAME	POSITION
1	MIKE ARCIAGA	Administrative Officer II
2	LEANDRE MARC M. DEGRACIA	Administrative Officer II
3	ALI SUMONSOL	Administrative Officer II