



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

12 Mar 2025

DIVISION MEMORANDUM
OSDS No. **041** s. 2025

NOTICE TO CONDUCT BEHAVIORAL EVENT INTERVIEWING, WORK SAMPLE
AND WRITTEN TEST FOR ADMINISTRATIVE AIDE VI 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

1. In reference to Division Memorandum OSDS No. 16, s. 2025 and Division Memorandum OSDS No. 32 s. 2025, on the **Notice of Vacancy for Administrative Aide III and Administrative Assistant I**, the Behavioral Event Interviewing (BEI), Work Sample, Written Test, shall be conducted according to the following schedule of activities.

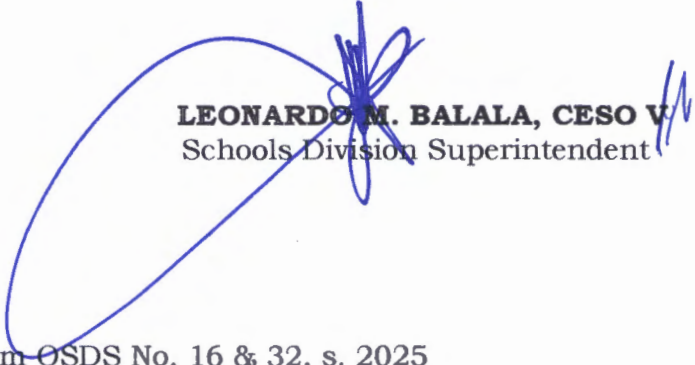
Position	Activity	Date	Time	Platform
Administrative Aide VI	Behavioral Event Interviewing (BEI)	March 14, 2025	8:30am-12:00pm	@ Admin Office
Administrative Assistant I	Behavioral Event Interviewing (BEI)			@ ASDS Office
Administrative Aide VI	Work Sample and Written Test,		1:00pm-3:00pm	
Administrative Assistant I				

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



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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: Division Memorandum OSDS No. 16 & 32, s. 2025

To be indicated in the Perpetual Index

Under the following subjects

EMPLOYMENT HIRING
RECRUITMENT

MLE/DM- notice to conduct behavioral event interviewing, work sample, written test for the positions of administrative aide iii and administrative assistant i 0000/March 12, 2025



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Enclosure to DM OSDS No. _____ s. 2025

SELECTION LINE UP

Notice of Vacancy: Division Memo No. 16 s. 2025 and Division Memo No. 032 s. 2025 Notice of Vacancy for Administrative Aide VI and Administrative Assistant I

POSITION: ADMINISTRATIVE AIDE VI

SDO SOUTH COTABATO		
NO.	NAME	APPLICATION CODE
1	PALOMARIA, MICHELLE BARBER	2025-SDOSC-ADAVI-NV016-N001
2	ANDAZA, ALMI ZARAH AMPODIA	2025-SDOSC-ADAVI-NV016-N002
3	SUNGA, JAICA KYLLA MEDIODA	2025-SDOSC-ADAVI-NV016-N003
4	GARLIT, DEXTER ANTOLIN	2025-SDOSC-ADAVI-NV016-N004
5	DIANDAL, SARAH MAE SAMBUTUAN	2025-SDOSC-ADAVI-NV016-N005
6	UMADHAY, ALLEYA MARIE CASAYSAY	2025-SDOSC-ADAVI-NV016-N006
7	SANTILLAN, MARK ANTHONY CENIZA	2025-SDOSC-ADAVI-NV016-N007
8	TIDALGO, RUBELYN NAMOL	2025-SDOSC-ADAVI-NV016-N008
9	EWAY, JERRELYN LEAN AMBID	2025-SDOSC-ADAVI-NV016-N009
10	MA-AYA, CHENEE JAMILLO	2025-SDOSC-ADAVI-NV016-N010
11	LECHONSITO, KYLA JULES LICAYAN	2025-SDOSC-ADAVI-NV016-N011
12	HECHANOVA, CLEO JEAN DORONILA	2025-SDOSC-ADAVI-NV016-N012
13	SAN JUAN, NATHALY JEAN PEROCHO	2025-SDOSC-ADAVI-NV016-R013

ADMINISTRATIVE ASSISTANT I

SDO SOUTH COTABATO		
NO.	NAME	APPLICATION CODE
1	DAMAGUIT, SHEKINA FAITH MONTAÑO	2025-SDOSC-ADASI-NV032-N001
2	RESUMA, CATHY SUBIERA	2025-SDOSC-ADASI-NV032-N002
3	SANTILLAN, MARK ANTHONY CENIZA	2025-SDOSC-ADASI-NV032-N003
4	BUGLOSA, LEONY JANE FUNDAL	2025-SDOSC-ADASI-NV032-N004
5	SIMPAL, LELLANY OSTAN	2025-SDOSC-ADASI-NV032-N005
6	LIRA, KATHLEEN JOY HILAJOS	2025-SDOSC-ADASI-NV032-N006
7	GOLINGAY, GERWIN GOLVEO	2025-SDOSC-ADASI-NV032-N007
8	ALABADO, EUGIEFHERD CANIESO	2025-SDOSC-ADASI-NV032-N008
9	LANARIA, DIVINE DANDAL	2025-SDOSC-ADASI-NV032-N009
10	SILVELA, MILKY JAMOLLES	2025-SDOSC-ADASI-NV032-N010



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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	MAY GRACE TOMANAN	Administrative Officer V
5	MA. LUZ E. ESTEMBER	Administrative Officer IV
6	JOSIE CABALQUINTO	Administrative Officer IV
6	LIRIO P. ESPERO	Administrative Officer II
7	SNOOKY SOLAS	Administrative Officer II

SECRETARIAT

NO.	NAME	POSITION
1	KEITH J. GELLA	Administrative Officer II
2	LEANDRE MARC M. DEGRACIA	Administrative Officer II
3	KHRISHNA JOY ACHA	Administrative Assistant II
4.	ROMEO V. MELITON, JR.	Administrative Officer II