



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

Office of the Schools Division
Superintendent

24 Mar 2025

DIVISION MEMORANDUM
OSDS No. **045** s. 2025

NOTICE TO CONDUCT BEHAVIORAL EVENTS 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. 042, s. 2025, on the **Notice of Vacancy for Administrative Assistant III**, the Behavioral Event Interviewing (BEI), Work Sample, and Written Test shall be conducted according to the following schedule of activities.

Position	Activity	Date	Time	Platform
Administrative Assistant III	Behavioral Event Interviewing (BEI)	March 25, 2025	8:30-12:00pm	Face to Face @ ASDS Office
	Work Sample and Written Test		1:00pm-3:00pm	

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

3. Immediate dissemination of this memorandum is desired.

LEONARDO M. BALALA, CESO V
Schools Division Superintendent


LEVI B. BUTIHEN
Assistant Schools Division Superintendent



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



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Encl: Selection Line-Up

Reference: Division Memorandum OSDS No. 042, 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 assistant iii
0000/March 24, 2025



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Enclosure to DM OSDS No. **045** s. 2025

SELECTION LINE UP

Notice of Vacancy: No. 042 s. 2025, Notice of Vacancy for Administrative Assistant III,

POSITION: ADMINISTRATIVE ASSISTANT III

SDO SOUTH COTABATO		
NO.	NAME	APPLICATION CODE
1	BALDESCO, RACHELLE F.	2025-SDOSC-ADASIII-NV042-N001
2	BULAWAN, JENNLIE SOPIA M.	2025-SDOSC-ADASIII-NV042-N002
3	SILVA, PEARL JOY A.	2025-SDOSC-ADASIII-NV042-N003
4	SILVELA, MILKY J.	2025-SDOSC-ADASIII-NV042-N004
5	ULO, JENNIFER M.	2025-SDOSC-ADASIII-NV042-N005

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	LIRIO P. ESPERO	Administrative Officer II/ NEU Representative
6	JOSIE CABALQUINTO	Administrative Officer IV

SECRETARIAT

NO.	NAME	POSITION
1	KHRISHNA JOY ACHA	Administrative Assistant II
2	KRIZZLE JEANNE BURLAZA	Administrative Officer II