



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 621, s. 2024

SCREENING OF APPLICANTS FOR VACANT ADMINISTRATIVE ASSISTANT III POSITION

To: Chairperson, Members and Secretariat of the Human Resource Merit, Promotion and Selection Board (HRMPSB)
Concerned Applicants

1. The screening of applicants is scheduled as follows:

Date	Time	Activities	Position Applied For	Persons Involved	Venue
18 October 2024	9:00-4:00	Initial Evaluation	Administrative Assistant III	HRMO	HRMO Office
21 October 2024	9:00-4:00	Written Test, Behavioral Events Interview (BEI), and Open Validation of Documents	Administrative Assistant III	HRMPSB and Applicants	Schools Division of the City of Batac, Bulwagan ng Karunungan

2. In this regard, the members of the Human Resource Merit, Promotion and Selection Board (HRMPSB) are expected to discharge their functions.

3. All concerned applicants are advised to bring their original copies of documents and any additional supporting documents will no longer be accepted during the validation.



DepEd Batac City



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4. Please be guided accordingly.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None
Reference:
To be included in the Perpetual Index
Under the following subject:

Screening Applicants
Administrative Assistant III

OSDS HRMU FDA/Sreening of Applicants for Administrative Assistant III
074/October 18, 2024

LIST OF APPLICANTS

21 October 2024 (Venue: Schools Division of the City of Batac, Bulwagan ng Karunungan)

APPLICATION CODE
ADMINISTRATIVE ASSISTANT III
AA-03-240020
AA-03-240021
AA-03-240023
AA-03-240024
AA-03-240025
AA-03-240026
AA-03-240029
AA-03-240030
AA-03-240032
AA-03-240033
AA-03-240034
AA-03-240035
AA-03-240036
AA-03-240037
AA-03-240038
AA-03-240040