



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 749, s. 2024

12 DEC 2024

SCREENING OF APPLICANTS FOR VACANT PLANNING OFFICER III AND ADMINISTRATIVE ASSISTANT II POSITIONS

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
19 November 2024	9:00-4:00	Initial Evaluation	Planning Officer III and Administrative Assistant II	HRMO	HRMO Office
13 December 2024	8:00-4:00	Behavioral Events Interview (BEI), Written Test, and Open Validation of Documents	Planning Officer III and Administrative Assistant II	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



batac.city@deped.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993

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
Planning Officer III
Administrative Assistant II

OSDS HRMU FDA/Screening of Applicants for Planning Officer III and Administrative Assistant II
082/December 10, 2024

LIST OF APPLICANTS

13 December 2024 (Venue: Schools Division of the City of Batac, Bulwagan ng Karunungan)

APPLICATION CODE
PLANNING OFFICER III
PLO-03-240008
PLO-03-240009

APPLICATION CODE
ADMINISTRATIVE ASSISTANT II
AA-02-240026
AA-02-240028
AA-02-240029
AA-02-240031
AA-02-240035
AA-02-240036