

Republic of the Philippines Devartment 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

Chairperson, Members and Secretariat of the Human Resource Merit, To: 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

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

SDCB RECORDS UNIT 2418638

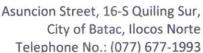












Please be guided accordingly.

ANSELMO R. ALUDINO Schools Division Superintendent

Encl.: None Reference: To be included in the <u>Perpetual Index</u> Under the following subject:

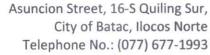
Screening Planning Officer III Administrative Assistant II Applicants

OSDS HRMU FDA/Sreening 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)

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







