



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 103, s. 2025

13 FEB 2025

**SCREENING OF APPLICANTS FOR VACANT ADMINISTRATIVE OFFICER I,
ADMINISTRATIVE AIDE VI (CLERK III), AND
SBFP-COS (CONTRACT OF SERVICE) ADMINISTRATIVE SUPPORT (AS)
II**

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
11 February 2025	9:00-4:00	Initial Evaluation	Administrative Officer I, Administrative Aide VI (Clerk III), and SBFP-COS (Contract of Service) Administrative Support (AS) II	HRMO	HRMO Office
14 February 2025	8:00-12:00	Written Test, and Open Validation of Documents	Administrative Officer I, Administrative Aide VI (Clerk III), and SBFP-COS (Contract of Service) Administrative Support (AS) II	HRMPSB and Applicants	Schools Division of the City of Batac, Bulwagan ng Karunungan
	1:00-3:00	Behavioral Events Interview (BEI)	Administrative Officer I (<i>With the End User</i>)		
	3:30 onwards		Administrative Aide VI (Clerk III), and SBFP-COS (Contract of Service) Administrative Support (AS) II, and Administrative Officer I		



SDCB RECORDS UNIT

2502577



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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.
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 Officer I
Administrative Aide VI (Clerk III)
SBFP-COS (Contract of Service) Administrative Support (AS) II

OSDS HRMU FDA/Sreening of Applicants for AO I, ADA VI (Clerk III), and SBFP-COS
012/February 11, 2025

LIST OF APPLICANTS

14 February 2025 (Venue: Schools Division of the City of Batac, Bulwagan ng Karunungan)

APPLICATION CODE
ADMINISTRATIVE OFFICER I
AO-01-250001
AO-01-250002
AO-01-250003
AO-01-250004
AO-01-250005
AO-01-250006
AO-01-250007
AO-01-250008
AO-01-250010
AO-01-250012

APPLICATION CODE
ADMINISTRATIVE AIDE VI (CLERK III)
ADA-06-250001
ADA-06-250002
ADA-06-250003
ADA-06-250004
ADA-06-250005
ADA-06-250006
ADA-06-250007
ADA-06-250008
ADA-06-250009
ADA-06-250010

APPLICATION CODE
SBFP-COS ADMINISTRATIVE SUPPORT (AS) II
SBFP-COS-AS-250001