



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

**DIVISION MEMORANDUM**

No. 21, s. 2025

21 MAR 2025

**SCREENING OF APPLICANTS FOR VACANT ADMINISTRATIVE OFFICER IV  
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
19 March 2025	9:00-12:00	Initial Evaluation	Administrative Officer IV	HRMO	HRMO Office
21 March 2025	8:30-12:00	Behavioral Events Interview (BEI)	Administrative Officer IV	HRMPSB and Applicants	Schools Division of the City of Batac, Bulwagan ng Karunungan
	1:00-4:00	Written Test, and Open Validation of Documents			

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.

Encl.: None

Reference:

To be included in the Perpetual Index  
Under the following subject:

Screening  
Administrative Officer IV

Applicants

OSDS HRMU FDA/Screening of Applicants for AO IV  
026/March 20, 2025

**ANSELMO R. ALUDINO**  
Schools Division Superintendent

By the Authority of the SDS:

**ARNEL S. BANDIOLA**  
Assistant Schools Division Superintendent



DepEd Batac City



batac.city@deped.gov.ph



www.csdatabac.com

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

## LIST OF APPLICANTS

**21 March 2025 (Venue:** Schools Division of the City of Batac,  
Bulwagan ng Karunungan)

APPLICATION CODE
ADMINISTRATIVE OFFICER IV
AO4-250002
AO4-250003
AO4-250004
AO4-250006
AO4-250007