



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 277, s. 2025

29 APR 2025

SCREENING OF APPLICANTS FOR VACANT ADMINISTRATIVE ASSISTANT II 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
25 April 2025	9:00-12:00	Initial Evaluation	Administrative Assistant II	HRMO	HRMO Office
30 April 2025	9:00-12:00	Behavioral Events Interview (BEI)	Administrative Assistant II	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.


ANSELMO R. ALUDINO
Schools Division Superintendent

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

Screening Applicants
Administrative Assistant II

OSDS HRMU FDA/Screening of Applicants for Administrative Assistant II
037/April 28, 2025



DepEd Batac City



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Telephone No.: (077) 677-1993

LIST OF APPLICANTS

30 April 2025 (Venue: Schools Division of the City of Batac,
Bulwagan ng Karunungan)

APPLICATION CODE
ADMINISTRATIVE ASSISTANT II
AA-02-250003
AA-02-250004
AA-02-250005
AA-02-250006