



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

25 JUN 2025

No. **397**, s. 2025

**SORTING OF APPLICATION DOCUMENTS, PREPARATION OF THE INITIAL
EVALUATION RESULT AND ASSISTANCE DURING THE SCREENING
PROCESS AND OTHER HR-RELATED FUNCTIONS**

To: **Assistant Schools Division Superintendent
Chief Education Supervisors
Concerned Public School Heads
Concerned School Administrative Officer IIs
All Others Concerned**

1. DepEd Order No. 07, s. 2023, as amended by DepEd Order No. 21, s. 2024 and DepEd Order No. 20, s. 2024 requires that an Initial Evaluation Result (IER) must be accomplished before the HRMPSB can proceed to the hiring process.
2. The HRMU received a large number of application documents for the various vacant items published.
3. Anent the foregoing, Ms. Haydee B. Aguibitin and Mr. Carmelo F. Bautista, both Administrative Officer II, are requested to assist the HRMU in the processing of the IERs and during the screening process, and other HRMU-related functions on 27, 30 June and 04 July 2025.
4. For information and guidance.

ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None
Reference: Request Letter (DTS No. 2508826)
To be included in the Perpetual Index
Under the following subject:

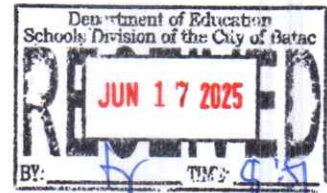
Processing Documents

OSDS HRMU JMP/Processing of Applicationd Documents and HR-related functions
2508826/051/June 24, 2025

June 16, 2025

ANSELMO R. ALUDINO

Schools Division Superintendent
Schools Division of the City of Batac



Sir:

Greetings!

The Human Resource Management Unit (HRMU) received a large number of application folders for the different items the Schools Division Office (SDO) posted as vacant. DepEd Order No. 07, s. 2023, as amended by DepEd Order No. 21, s. 2024, and DepEd No. 20, s. 2024 requires that the HRMU will issue an Initial Evaluation Result (IER), but with current manpower and the workload of HRMU, we cannot process all of these at the same time.

Anent the abovementioned, we need some personnel to assist us in the processing of the IERs and other HRMU-related functions. The undersigned requests Ms. Haydee B. Aguibitin and Mr. Carmelo F. Bautista, both Administrative Officer II and previously deployed in the HRMU.

Thank you and hoping for your kind consideration.

Very truly yours,


JADLEY MEL P. PISO
Administrative Officer IV

*request noted and
granted:
[Signature]*