

# Republic of the Philippines Department of Education

### REGION I SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM No. **787**, s. 2025

2 7 NOV 2025

## SCREENING OF APPLICANTS FOR VACANT ADMINISTRATIVE AIDE VI (CLERK III) 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
24 November 2025	9:00-4:00	Initial Evaluation	Administrative Aide VI (Clerk III)	HRMO	HRMO Office
28 November 2025	8:00-12:00	Written Test, and Open Validation of Documents	Administrative Aide VI (Clerk III)	HRMPSB and Applicants	Schools Division of the City of Batac, Bulwagan ng Karunungan
	1:00-4:00	Behavioral Events Interview (BEI)			

- 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.

4. 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 Administrative Aide VI (Clerk III)

OSDS HRMU FDA/SreeningofApplicantsforVacantAdministrativeAideVI(ClerkIII)Position 085/November 27, 2025



SDCB RECORDS UNIT

2519352















#### LIST OF APPLICANTS

Venue: Schools Division of the City of Batac,

Bulwagan ng Karunungan) Date: 28 November 2025

APPLICATION CODE ADMINISTRATIVE AIDE VI (CLERK III)				
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				
ADA-06-250011				
ADA-06-250012				
ADA-06-250013				
ADA-06-250014				
ADA-06-250015				

#### HRMPSB:

Arnel S. Bandiola (HRMPSB Chairperson) Nemalyn M. Ulep (Member) Joel P. Malunao (Member) Jadley Mel P. Piso (Member) Kristine Joy B. Galasiano (Member)

#### SECRETARIAT:

HRMU Personnel OJTs (BSBA\_HRM Students)

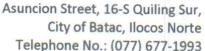












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