



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **787**, s. 2025

27 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)			

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 Aide VI (Clerk III)

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



SDCB RECORDS UNIT

2519352



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

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

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-06-250001
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
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)