



Republic of the Philippines  
**Department of Education**

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **027**, s. 2026

13 JAN 2026

**SCREENING OF APPLICANTS FOR VACANT ADMINISTRATIVE ASSISTANT III POSITIONS**

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
12 January 2026	9:00-4:00	Initial Evaluation	Administrative Assistant III	HRMO	HRMO Office
14 January 2026	8:00-12:00	Written Test, and Open Validation of Documents	Administrative Assistant 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 Assistant III

OSDS HRMU FDA/SreeningofApplicantsforVacantAdministrativeAssistantIIIPositions  
003/January 13, 2026



SDCB RECORDS UNIT

2600645

## LIST OF APPLICANTS

**Venue:** Schools Division of the City of Batac,  
Bulwagan ng Karunungan)

**Date:** 14 January 2026

APPLICATION CODE
ADMINISTRATIVE ASSISTANT III
AA-03-250006
AA-03-250007
AA-03-250008
AA-03-250009
AA-03-250013
AA-03-250014
AA-03-250015
AA-03-250016
AA-03-250017
AA-03-250018
AA-03-250019
AA-03-250020
AA-03-250021
AA-03-250024
AA-03-250025
AA-03-250026
AA-03-250027
AA-03-250028
AA-03-250029
AA-03-250030
AA-03-250034
AA-03-250036
AA-03-250039
AA-03-250041
AA-03-250042

### **HRMPSB:**

Arnel S. Bandiola (HRMPSB Chairperson)  
Nemalyn M. Ulep (Member)  
Joel P. Malunao (Member)  
Jadley Mel P. Piso (Member)  
Kristine Joy B. Galasinao (Member)  
Marilou B. Sales (End User)  
Jennifer C. Bungubung (End User)  
Jaquelyn P. Mendoza (End User)  
Mely E. Repollo (End User)

### **SECRETARIAT:**

HRMU Personnel  
Jayvie B. Suilen  
Haydee B. Aguibitin

Carmelo F. Bautista  
Kristel Jhoy M. Arcega



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