



Republic of the Philippines
Department of Education

REGION I
 SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

20 JAN 2026

No. 045 s. 2026

SCREENING OF APPLICANTS FOR VACANT ADMINISTRATIVE ASSISTANT II 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
19 January 2026	9:00-4:00	Initial Evaluation	Administrative Assistant II	HRMO	HRMO Office
21 January 2026	8:00-12:00	Written Test, Open Validation of Documents, and Behavioral Events Interview (BEI)	Administrative Assistant II	HRMPSB and Applicants	Schools Division of the City of Batac, Bulwagan ng Karunungan

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/ScreeningofApplicantsforVacantAdministrativeAssistantIIPositions
 0005/January 20, 2026



SDCB RECORDS UNIT

2601062



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: 21 January 2026

APPLICATION CODE
ADMINISTRATIVE ASSISTANT II
AA-02-250017
AA-02-250018
AA-02-250022
AA-02-250024

HRMPSB:

Arnel S. Bandiola (HRMPSB Chairperson)
Nemalyn M. Ulep (Member)
Joel P. Malunao (Member)
Jadley Mel P. Piso (Member)
Kristine Joy B. Galasinao (Member)
Connie Marie Angelie Mae P. Balignasay (End User)

SECRETARIAT:

HRMU Personnel