



Republic of the Philippines
Department of Education

REGION I
 SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **072**, s. 2026

30 JAN 2026

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
29 January 2026	9:00-4:00	Initial Evaluation	Administrative Aide VI (Clerk III)	HRMO	HRMO Office
30 January 2026	8:00-12:00	Behavioral Events Interview (BEI)	Administrative Aide VI (Clerk III)	HRMPSB and Applicants	Schools Division of the City of Batac, Bulwagan ng Karunungan
	1:00-4:00	Written Test, and Open Validation of Documents			

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/Screening of Applicants for Vacant Administrative Aide VI (Clerk III) Position
 008/January 29, 2026



DepEd Batac City



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 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: 29 January 2026

APPLICATION CODE
ADMINISTRATIVE AIDE VI (CLERK III)
ADA-06-260001
ADA-06-260002
ADA-06-260003
ADA-06-260004
ADA-06-260005
ADA-06-260006
ADA-06-260007
ADA-06-260008
ADA-06-260009
ADA-06-260010
ADA-06-260011
ADA-06-260012
ADA-06-260014
ADA-06-260015
ADA-06-260016
ADA-06-260017
ADA-06-260018
ADA-06-260019
ADA-06-260020
ADA-06-260021
ADA-06-260022
ADA-06-260023

HRMPSB:

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

SECRETARIAT:

HRMU Personnel
Rich Sheena Mae M. Pascua
Jenny May P. Gumtang



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