



Republic of the Philippines  
**Department of Education**

REGION I  
 SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

10 APR 2026

No. **231**, s. 2026

**SCREENING OF APPLICANTS FOR VACANT ADMINISTRATIVE ASSISTANT II,  
 AND ADMINISTRATIVE ASSISTANT I 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
08 April 2026	9:00-4:00	Initial Evaluation	Administrative Assistant II, and Administrative Assistant I	HRMO	HRMO Office
13 April 2026	8:00-12:00	Written Test, and Open Validation of Documents	Administrative Assistant II, and Administrative Assistant I	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 II  
 Administrative Assistant I

OSDS HRMU FDA/ScreeningofApplicantsforVacantAdministrativeAssistantIIandAdministrativeAssistantIPositions  
 020/April 10, 2026



SDCB RECORDS UNIT

2605436



DepEd Batac City

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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:** 13 April 2026

APPLICATION CODE
ADMINISTRATIVE ASSISTANT II
AA-02-260001
AA-02-260002
AA-02-260004
AA-02-260005
AA-02-260006
AA-02-260007
AA-02-260008
AA-02-260009
AA-02-260011
AA-02-260012
AA-02-260013
AA-02-260014
AA-02-260015
AA-02-260016
AA-02-260017
AA-02-260018
AA-02-260019

<b>APPLICATION CODE</b>
<b>ADMINISTRATIVE ASSISTANT I</b>
AA-01-260001
AA-01-260002
AA-01-260003
AA-01-260004
AA-01-260005
AA-01-260006
AA-01-260007
AA-01-260008
AA-01-260009
AA-01-260010
AA-01-260011
AA-01-260012
AA-01-260013
AA-01-260014
AA-01-260015
AA-01-260016
AA-01-260017
AA-01-260018
AA-01-260019
AA-01-260020
AA-01-260021
AA-01-260022
AA-01-260023
AA-01-260024
AA-01-260025
AA-01-260026
AA-01-260027
AA-01-260028

**HRMPSB:**

Arnel S. Bandiola (HRMPSB Chairperson)  
 Nermalyn M. Ulep (Member)  
 Joel P. Malunao (Member)  
 Jadley Mel P. Piso (Member)  
 Kristine Joy B. Galasiano (Member)  
 Jaquelyn P. Mendoza (End user)  
 Jennifer C. Bungubung (End user)  
 Connie Marie Angelie Mae P. Balignasay (End user)  
 Carmencita P. Lorenzo (End user)

**SECRETARIAT:**

HRMU Personnel



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