



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

10 JUN 2026

No. **372** s. 2026

SCREENING OF APPLICANTS FOR VACANT ADMINISTRATIVE OFFICER IV 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
01 June 2026	9:00-4:00	Initial Evaluation	Administrative Officer IV	HRMO	HRMO Office
11 June 2026	8:00-12:00	Written Test, and Open Validation of Documents	Administrative Officer IV	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 Officer IV

OSDS HRMU FDA/Screening of Applicants for Vacant Administrative Officer IV Position
034/June 10, 2026



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: 11 June 2026

APPLICATION CODE
ADMINISTRATIVE OFFICER IV
AO-04-260001
AO-04-260003
AO-04-260004
AO-04-260005
AO-04-260006
AO-04-260007
AO-04-260008
AO-04-260009
AO-04-260010
AO-04-260011

HRMPSB:

Arnel S. Bandiola (HRMPSB Chairperson)
Nemalyn M. Ulep (Member)
Joel P. Malunao (Member)
Jadley Mel P. Piso (Member)
Deejay R. Opelac (Member)

SECRETARIAT:

HRMU Personnel