



Republic of the Philippines
Department of Education

REGION I
 SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **381**s. 2026

SCREENING OF APPLICANTS FOR VACANT ADMINISTRATIVE OFFICER II 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 II | HRMO | HRMO Office |
| 16 June 2026 | 8:00-12:00 | Written Test, and Open Validation of Documents | Administrative Officer II | 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 II

OSDS HRMU FDA/Screening of Applicants for Vacant Administrative Officer II Position
 035/June 15, 2026



DepEd Batac City



batac.city@depd.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: 16 June 2026

| APPLICATION CODE |
|---------------------------|
| ADMINISTRATIVE OFFICER II |
| AO-02-260001 |
| AO-02-260002 |
| AO-02-260003 |
| AO-02-260004 |
| AO-02-260005 |
| AO-02-260006 |
| AO-02-260007 |
| AO-02-260008 |
| AO-02-260009 |
| AO-02-260010 |
| AO-02-260011 |
| AO-02-260012 |
| AO-02-260013 |
| AO-02-260014 |
| AO-02-260015 |
| AO-02-260016 |
| AO-02-260017 |

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