



Republic of the Philippines
Department of Education

REGION I
 SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

24 JUN 2026

No. ~~399~~ s. 2026

SCREENING OF APPLICANTS FOR VACANT ADMINISTRATIVE AIDE 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 |
|--------------|------------|--|-------------------------|-----------------------|---|
| 22 June 2026 | 9:00-4:00 | Initial Evaluation | Administrative Aide III | HRMO | HRMO Office |
| 25 June 2026 | 8:00-12:00 | Written Test, and Open Validation of Documents | Administrative Aide III | 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

By the Authority of the SDS:

ARNEL S. BANDIOLA

Assistant Schools Division Superintendent

Encl.: None
 Reference:
 To be included in the Perpetual Index
 Under the following subject:

Screening Applicants
 Administrative Aide III

OSDS HRMU FDA/SreeningofApplicantsforVacantAdministrativeAideIIIPosition
 038/June 24, 2026



LIST OF APPLICANTS

Venue: Schools Division of the City of Batac,
Bulwagan ng Karunungan)

Date: 25 June 2026

| APPLICATION CODE |
|--------------------------------|
| ADMINISTRATIVE AIDE III |
| ADA-03-260001 |
| ADA-03-260002 |
| ADA-03-260003 |
| ADA-03-260004 |
| ADA-03-260005 |
| ADA-03-260006 |
| ADA-03-260007 |
| ADA-03-260008 |
| ADA-03-260009 |
| ADA-03-260010 |
| ADA-03-260011 |
| ADA-03-260012 |

HRMPSB:

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

SECRETARIAT:

HRMU Personnel