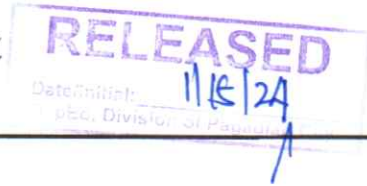




Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**



January 15, 2024


**DIVISION MEMORANDUM**

No. 21, s. 2024

**CONDUCT OF DOCUMENTS VALIDATION, BEHAVIORAL EVENTS INTERVIEW (BEI), SKILLS TEST AND WRITTEN EXAM FOR ADMINISTRATIVE ASSISTANT-III (ELEMENTARY & DIVISION OFFICE) OF DEPED, PAGADIAN CITY DIVISION**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD & CID)  
Education Program Supervisors  
Public Schools District Supervisors  
All Others Concerned



1. The Schools Division Office of Pagadian City through the Human Resource Merit Promotion and Selection Board (HRMPSB) will conduct a face-to-face Documents Validation, Behavioral Events Interview (BEI), Skills Test and Written Exam for Administrative Assistant-III (Elementary & Division Office) on **January 17-18, 2024 Wednesday & Thursday, 9:00 am** at the DepEd, Pagadian City Division Office, Second Floor, Office of the Schools Division Office Lobby Area, San Jose Heights, Pagadian City.
2. Participants to this activity are the applicants for the ADMINISTRATIVE ASSISTANT-III (ELEMENTARY & DIVISION OFFICE). Enclosed is the list of participants. Applicants are requested to bring their own personal laptops with mouse, extension wire and ballpen.
3. For Further inquiries and clarifications, you may contact Administrative Officer-IV (HRMO) **Carlos M. Fuerzas, Jr.** (0907-555-1652)
4. Immediate dissemination of this Memorandum to all concerned is earnestly desired.

  
**LOURMA I. POCULAN, CESO VI**  
OIC-Schools Division Superintendent

HRMPSB/ Conduct of Documents Validation, Behavioral Events Interview (BEI), Skills Test & Written Exam  
January 15, 2024



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

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Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**

Enclosure No. 1 to Division Memorandum No. \_\_\_\_

**LIST OF APPLICANTS FOR ADMINISTRATIVE ASSISTANT-III (ELEMENTARY & DIVISION OFFICE)**

<b>NO.</b>	<b>NAME</b>	<b>REMARKS</b>
1	Abdon, Emily A.	Documents Validation, Behavioral Events Interview (Bei), Skills Test & Written Exam
2	Beseril, James Carl T.	
3	Bonghanoy, Rosarie D.	
4	Fuentes, Marjhunvee A.	
5	Genito, Joana May C.	
6	Larot, Jielen P.	
7	Mandalones, Fe T.	
8	Mijares, Levi C.	
9	Montero, Louegy E.	
10	Oceña, Robert Ian P.	
11	Quimpan, Erwin T.	
12	Salabit, Dyan Angel R.	
13	Sapong, Gladiz A.	
14	Trania-Carumba, April Joy E.	
15	Valencia, Leshiery V.	

HRMPSB/ Conduct of Documents Validation, Behavioral Events Interview (BEI), Skills Test & Written Exam  
January 15, 2024



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

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