



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

March 25, 2024

Division Memorandum

No. 0067, s. 2024

**SCHEDULE OF WRITTEN EXAMINATION, INTERVIEW AND OPEN ASSESSMENT FOR THE
QUALIFIED APPLICANTS FOR ADMINISTRATIVE ASSISTANT III, ADMINISTRATIVE
ASSISTANT II, AND ADMINISTRATIVE AIDE VI POSITIONS**

To: **BASILIO P. MANA-AY JR., CESO VI**, Assistant Schools Division Superintendent
AILENE B. AÑONUEVO, SGOD Chief Education Supervisor, Member
RAUL E. GACUS, Administrative Officer V, Member
NEO CARLO R. MAGNO, Administrative Officer IV, Member
ANA LIZA M. MENDOZA, SEPS, NEU President
GLENN B. SEPARIS, Accountant III
RUSTICO HERNANDEZ JR., Principal III
CARMINA D. RETES, Administrative Officer II, Secretariat
JULIE ANN H. BACALSO, Administrative Aide VI, Secretariat
QUALIFIED APPLICANTS
ALL CONCERNED

1. Please be informed of the schedule of written examination, interview and open assessment for the qualified applicants for Administrative Assistant III, Administrative Assistant II, and Administrative Aide VI positions on **APRIL 2, 2024** at the Panabo City Division Office – Training Center. Applicants are advised to bring their pertinent documents in hard copy (original copies).
2. Attached is the list of qualified applicants with the corresponding schedules.
3. Immediate and wide dissemination of this Memorandum is desired.


JINKY B. FIRMAN, PhD, CESO VI
OIC-Schools Division Superintendent ✓

Encl.: as stated
OSDS/bpmj/cdr

RELEASED

MAR 26 2024

RECORDS SECTION, SDO PANABO CITY
BY 



Schools Division Office of Panabo City
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
Tel. Nos. (084)823 1469, (084) 628 4066
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No.	Application Code	Position Applied	Schedule of Written Exam, Interview and Open Assessment
1	1109MUL	ADMINISTRATIVE AIDE VI	March 27, 2024 8:30 AM – 4:00 PM
2	2452RGD	ADMINISTRATIVE AIDE VI	
3	1088JFD	ADMINISTRATIVE AIDE VI	
4	4769JGO	ADMINISTRATIVE AIDE VI	
5	2187GAP	ADMINISTRATIVE AIDE VI	
6	4921EBZ	ADMINISTRATIVE AIDE VI	
7	8560MSA	ADMINISTRATIVE AIDE VI	
8	0837JNA	ADMINISTRATIVE AIDE VI	
9	8660FDA	ADMINISTRATIVE AIDE VI	
10	7975ABT	ADMINISTRATIVE AIDE VI	
11	0650CTS	ADMINISTRATIVE AIDE VI	
12	1088JAD	ADMINISTRATIVE ASSISTANT II	
13	0539JAT	ADMINISTRATIVE ASSISTANT II	
14	2187GAP	ADMINISTRATIVE ASSISTANT II	
15	0650CTS	ADMINISTRATIVE ASSISTANT II	
16	2452RGD	Administrative Assistant III	
17	0537JHB	Administrative Assistant III	
18	1088JFD	Administrative Assistant III	
19	2187GAP	Administrative Assistant III	
20	9903NOV	Administrative Assistant III	
21	0650CTS	Administrative Assistant III	
22	6887GVM	Administrative Assistant III	
23	7074RPC	Administrative Assistant III	
24	4432WPO	Administrative Assistant III	



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