



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

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Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
OSDS-2025-0074

To : **GLENN B. SEPARIS, CPA, MBA, CESE**  
Division Accountant/Accountant III

Subject : **NATIONAL SEARCH COMMITTEE-SCREENING COMMITTEE (NSC-SC) INTERVIEW OF QUALIFIED APPLICANTS TO THIRD LEVEL POSITIONS**

Date : May 20, 2025

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Attached herewith are Unnumbered Memorandum dated May 14, 2025 from the Office of the Secretary and email from the Third Level Management Unit, Personnel Division, Bureau of Human Resource and Organizational Development dated May 19, 2025, informing the applicants of the **revised schedule for the interview of qualified applicants for SDS and ASDS positions** by the National Search Committee-Screening Committee (NSC-SC) from **May 26 to 29, 2025** at **Sarita Residences and Leisure (Sarita Bed and Breakfast), Laoag City, Ilocos Norte**.

With this, **Mr. Glenn B. Separis, CPA, MBA, CESE**, Accountant III, who is included in the Batch 8 of qualified applicants, is hereby advised to attend the NSC interview on **May 29, 2025 (Thursday), from 2:00PM – 5:00PM** at the said venue.

Travel, meals, and other incidental expenses are chargeable against Division MOOE/local funds subject to the usual budgeting, accounting and auditing rules and regulations.

For information and guidance.

For and in the absence of the SDS:

  
**BASILIO P. MANA-AY JR., CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge

**RELEASED**

**MAY 21 2025**

Enclosed as stated  
OSDS/gbs/mjcs

RECORDS SECTION SDS PANABO CITY  
BY 



Address: City Hall Compound, Km 31, JP Laurel,  
Panabo City, Davao del Norte  
Telephone No: (084) 823-1469, (084) 628-4066  
Email: [panabocity.division@deped.gov.ph](mailto:panabocity.division@deped.gov.ph)  
Website: [www.depedpanabocity.com](http://www.depedpanabocity.com)



Outlook

Fw: Fwd: [Batch 8] NSC Interview Schedule

From: glenn.separis@deped.gov.ph <glenn.separis@deped.gov.ph>

Date: Tue 20 May 2025 8:53 AM

To: Mary Joy Sagot <maryjoy.sagot@deped.gov.ph>

3 attachments (1 MB)

NSC\_Profile\_Template.pptx; NSC- Regions.pdf; Interview Schedule\_NSC 2025\_Laoag.pdf;

[Yahoo Mail: Search, Organize, Conquer](#)

----- Forwarded Message -----

From: "glenn separis" <glenn.separis@deped.gov.ph>

To: "Iris Separis" <irisg.separis1982@gmail.com>

Sent: Mon, May 19, 2025 at 6:03 PM

Subject: Fwd: [Batch 8] NSC Interview Schedule

----- Forwarded message -----

From: **Third-Level Management (TLM) Unit** <[3rdlevel@deped.gov.ph](mailto:3rdlevel@deped.gov.ph)>

Date: Mon, May 19, 2025, 2:58 PM

Subject: [Batch 8] NSC Interview Schedule

To:

Cc: <[zyhrine.mayormita001@deped.gov.ph](mailto:zyhrine.mayormita001@deped.gov.ph)>, <[amelinda.montero@deped.gov.ph](mailto:amelinda.montero@deped.gov.ph)>, <[norma.francisco001@deped.gov.ph](mailto:norma.francisco001@deped.gov.ph)>, <[esther.tabanag@deped.gov.ph](mailto:esther.tabanag@deped.gov.ph)>, <[exquiel.aron@deped.gov.ph](mailto:exquiel.aron@deped.gov.ph)>, <[enerio.ebisa@deped.gov.ph](mailto:enerio.ebisa@deped.gov.ph)>, <[celiete.magsayo@deped.gov.ph](mailto:celiete.magsayo@deped.gov.ph)>, <[ardian.saculingan@deped.gov.ph](mailto:ardian.saculingan@deped.gov.ph)>, <[elljune.abucay@deped.gov.ph](mailto:elljune.abucay@deped.gov.ph)>, <[glenn.separis@deped.gov.ph](mailto:glenn.separis@deped.gov.ph)>, <[cherryann.verana@deped.gov.ph](mailto:cherryann.verana@deped.gov.ph)>, <[angelito.carreon001@deped.gov.ph](mailto:angelito.carreon001@deped.gov.ph)>, <[elma.prudente@deped.gov.ph](mailto:elma.prudente@deped.gov.ph)>, <[judith.alba@deped.gov.ph](mailto:judith.alba@deped.gov.ph)>, <[randy.porras002@deped.gov.ph](mailto:randy.porras002@deped.gov.ph)>, <[ayesha.pinol@deped.gov.ph](mailto:ayesha.pinol@deped.gov.ph)>, <[elan.elpidang@deped.gov.ph](mailto:elan.elpidang@deped.gov.ph)>, <[rene.ebol@deped.gov.ph](mailto:rene.ebol@deped.gov.ph)>, <[irene.aioc003@deped.gov.ph](mailto:irene.aioc003@deped.gov.ph)>, <[jean.ramirez@deped.gov.ph](mailto:jean.ramirez@deped.gov.ph)>, <[jine.havana001@deped.gov.ph](mailto:jine.havana001@deped.gov.ph)>

Dear **Batch 8** Applicants:

Good day!

In reference to your applications for a third-level position, please be informed that the **National Search Committee-Screening Committee (NSC-SC)** will be conducting interviews on **May 29, 2025 (Thursday), from 2:00pm to 5:00pm** at Sarita Residences and Leisure (Sarita Bed and Breakfast), #18 Fr. Castro St., Brgy. 2, Laoag City, Ilocos Norte.

To confirm your attendance in the NSC interview, kindly accomplish the attached NSC Profile Template (B8\_Profile\_Surname) on or before 22 May 2025 to this email with the subject line (**Batch Number\_Surname**) e.g. **Batch 8\_Dela Cruz**.

Further, a Viber group chat per batch will also be created using the phone numbers submitted during the application period.

Thank you!

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Please help us in improving our service by answering our survey form: <https://bit.ly/PersonnelDivFB>



**Third Level Management Unit**

Personnel Division

Bureau of Human Resource and Organizational Development

Department of Education - Central Office

DepEd Complex, Meralco Avenue, Pasig City

8633-9345

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Republic of the Philippines  
Department of Education  
OFFICE OF THE SECRETARY

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MEMORANDUM

TO : REGIONAL DIRECTORS  
ALL OTHERS CONCERNED

*[Signature]*

FROM : PETER IRVING C. CORVERA  
*Undersecretary*  
*Office of the Secretary*

*[Signature]*

WILFREDO E. CABRAL  
*Undersecretary*  
*Human Resource and Organizational Development*

SUBJECT : REVISED SCHEDULE OF INTERVIEW OF QUALIFIED APPLICANTS TO THIRD LEVEL POSITIONS (SCHOOLS DIVISION SUPERINTENDENTS AND ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS)

DATE : 14 May 2025

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In reference to the Memorandum dated May 5, 2025, titled *Revised Schedule of Interview of Qualified Applicants to Third Level Positions (Schools Division Superintendents and Assistant Schools Division Superintendents)*, this is to transmit the **revised schedule of the interview of qualified applicants** for vacant SDS and ASDS positions.

The indicative schedule of the interviews will be held from **May 26 to 29, 2025 in AM and PM batches** (9 am to 12 nn and 2 pm to 5 pm, respectively) **in Laoag City, Ilocos Norte**. The exact venue shall be issued in a separate issuance. Attached as ANNEX A is the list of qualified applicants with their corresponding schedule of interviews.

It is requested that the applicant be advised of the revised scheduled interview. In case there are cancellation of schedules due to emerging concerns, the applicants will be notified three (3) days before the scheduled interview.

Travelling and other incidental expenses of the applicants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

**Please be guided accordingly.**

# Interview Schedule

**(May 26-29, 2025, Laoag City, Ilocos norte)**

Batch No.	Tentative Dates	Position	Total Applicants for Interview	Region/Cluster/Office
Batch 1	May 26, 2025, Mon, 2-5PM	SDS	16	Visayas, Mindanao
Batch 2	May 27, 2025, Tue, 2-5PM	SDS	17	Luzon, Visayas
Batch 3	May 26, 2025, Mon, 9-12Noon	SDS	22	Mindanao
Batch 4	May 28, 2025, Wed, 2-5PM	SDS	21	Luzon - Region III, IV-A, IV-B, V
Batch 5	May 27, 2025, Tue, 9-12Noon	SDS	25	Luzon - CAR, NCR, Region I, II
Batch 6	May 28, 2025, Wed, 9-12Noon	ASDS	24	Visayas, Mindanao
Batch 7*	June 19, 2025, Thu, 1-3PM	ASDS	20	Luzon, Central Office, Visayas
Batch 8	May 29, 2025, Thu, 2-5PM	ASDS	21	Mindanao
Batch 9	May 29, 2025, Thu, 9-12Noon	ASDS	23	Luzon - Region IV-A, IV-B, V
Batch 10*	June 24, 2025, Tue, 1-3PM	ASDS	21	Luzon - NCR, Region I, II, III

\*To be interviewed at the DepEd-Central Office

Total No. of Applicants: **210**  
 SDS: **101**  
 ASDS: **109**