



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



Office of the Schools Division Superintendent

October 23, 2025

Division Memorandum

No. 0242, s. 2025

**SCHEDULE OF WRITTEN EXAMINATION, INTERVIEW, AND OPEN ASSESSMENT
FOR THE QUALIFIED APPLICANTS FOR PUBLIC SCHOOLS DISTRICT SUPERVISOR
AND ADMINISTRATIVE OFFICER IV POSITIONS**

To: **BASILIO P. MANA-AY JR., CESO VI**, Assistant Schools Division Superintendent
AILENE B. AÑONUEVO, SGOD Chief Education Supervisor
JANWARIO E. YAMOTA, CID Chief Education Supervisor
RAUL E. GACUS, Administrative Officer V
NEO CARLO R. MAGNO, Administrative Officer IV
ANA LIZA M. MENDOZA, SEPS, NEU President
CARMINA D. RETES, Administrative Officer II, Secretariat
QUALIFIED APPLICANTS
ALL CONCERNED

1. Please be informed of the schedule of written examination, interview, and open assessment for the qualified applicants for Public Schools District Supervisor and Administrative Officer IV positions on October 24, 2025 at the Panabo City Division Office – Training Center. Applicants are advised to bring their pertinent documents in hard copy.
2. Attached is the list of qualified applicants.
3. Immediate and wide dissemination of this Memorandum is desired.

For and in the absence of the Schools Division Superintendent:


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

Encl.: as stated
OSDS/bpmj/ncrm



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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RECORDS SECTION, DO PANABO CITY
BY 



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No.	Application Code	Position Applied	Activity and Schedule
1	0184ESD	PSDS	October 23, 2025 8:00am -5:00pm
2	4413GAP	PSDS	
3	8065FSC	PSDS	
4	0045RBV	AO IV	
5	2310REL	AO IV	
6	7403LSC	AO IV	
7	3512JDI	AO IV	
8	3251EGP	AO IV	
9	1437DBC	AO IV	



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INITIAL EVALUATION RESULT (IER)

Position: PUBLIC SCHOOLS DISTRICT SUPERVISOR

Salary Grade and Monthly Salary: SG - 22 / 78162

Qualification Standards:

Education Master's degree in Education or other relevant Master's degree
Training 16 hours of relevant training
Experience 5 years cumulative experience in instructional supervision and school management
Eligibility RA 1080 (Teacher)

No.	Application Code & Applicant Name	Education	Training		Experience		Eligibility	Remarks
			Title	Hours	Details	Years		
1	4413GAP	MAEM w/ TOR & CAV	TRAINING OF LEAD IMPLEMENTERS CUM MATERIALS DEVELOPMENT FOR THE DIVISION READING CAMP 2023, July 17-19, 2023	more than 16 hours	School Principal I	more than 5years	RA 1080	QUALIFIED
2	8065FSC	MAED (CAV & Diploma)	REVISION OF SELF LEARNING MODULES IN MAKABANSA GRADE 3 QUARTER 1 AND 2, December 15-17, 2024	more than 16 hours	School Principal III	more than 5years	RA 1080	QUALIFIED
3	0184ESD	MAEM (Diploma)	TRAINING FOR SCHOOL LEADERS ON THE REVISED K TO 10 CURRICULUM IMPLEMENTATION, August 12-15, 2025,	more than 16 hours	Senior Education Program Specialist	more than 5years	RA 1080	QUALIFIED

Prepared by:


NEO CARLO R. MAGNO

Administrative Officer IV / HRMO II



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INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE OFFICER IV


Salary Grade and Monthly Salary: SG - 15 / 40208

Qualification Standards:

Education	Bachelor's degree relevant to the job
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	Career Service Professional (Second Level Eligibility)

No.	Application Code & Applicant Name	Education	Training		Experience		Eligibility	Remarks
			Title	Hours	Details	Years		
1	0045RBV	BS IT (CAV & TOR)	Basic Customer Service Seminar on August 25, 2021	more than 4 hours	Administrative Assistant III	more than 1 year	CSC 2nd Level Eligibility (Prof)	QUALIFIED
2	2310REL	BS Accountancy; MBA (TOR & Diploma)	NC III - Bookkeeping until 2029	more than 4 hours	Administrative Officer II	more than 1 year	CSC 2nd Level Eligibility (Prof)	QUALIFIED
3	7403LSC	BSED Eng (TOR & CAV)	Re-Orient and Workshop on the Implementation of the SCHOOL MOOE Web-Based Monitoring System, February 1-7, 2024	more than 4 hours	Administrative Officer II	more than 1 year	RA 1080	QUALIFIED
4	3512JDI	BS Accounting Tech (Diploma)	Seminar-Workshop/Orientation on Web-Based MOOE Monitoring System on April 28-29, 2022	more than 4 hours	Administrative Officer II	more than 1 year	CSC 2nd Level Eligibility (Prof)	QUALIFIED
5	3251EGP	BS Com Sci (Diploma)	Training and Development of School Game Associates in the Implementation of MATATAG Curriculum on November 18-20, 2024	more than 4 hours	Administrative Officer II	more than 1 year	CSC 2nd Level Eligibility (Prof)	QUALIFIED
6	1437DBC	AB Economics (Certification)	C Y 2023 Clustered Training on the Updates of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184 for Procurement Personnel of the Department of Education Regions and School Divisions (Cluster I V), November 21 to 24, 2023	more than 4 hours	Administrative Assistant III	more than 1 year	CSC 2nd Level Eligibility (Prof)	QUALIFIED

Prepared by:


NEO CARLO R. MAGNO
Administrative Officer IV / HRMO II