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

Office of the Schools Division Superintendent

November 3, 2025

Division Memorandum

No. 0253, s. 2025

**SCHEDULE OF WRITTEN EXAMINATION, INTERVIEW, AND OPEN ASSESSMENT
FOR THE QUALIFIED APPLICANTS FOR ADMINISTRATIVE OFFICER II, LEGAL
ASSISTANT I, 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
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 Administrative Officer II and Legal Assistant I, Administrative Assistant III, Administrative Assistant II, and Administrative Aide VI positions on November 6-7, 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.


JINKY B. FIRMAN, PhD, CESO VI
Schools Division Superintendent

RELEASED

NOV 06 2025

RECORDS SECTION, SDO PANABO CITY
BY 

Encl.: as stated
OSDS/bpmj/nrcm



Schools Division Office of Panabo City
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
Tel. Nos. (084)823 1469, (084) 628 4066
Email: panabocity.division@deped.gov.ph



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ASSISTANT I, ADMINISTRATIVE ASSISTANT III, ADMINISTRATIVE ASSISTANT II,
AND ADMINISTRATIVE AIDE VI POSITIONS**

No.	Application Code	Position Applied	Schedule
1	5423SSN	Administrative Officer II	November 6, 2025 8:00 AM – 5:00 PM
2	9101ECD	Administrative Officer II	
3	4413CDP	Administrative Officer II	
4	7402UIC	Administrative Officer II	
5	8533AOM	Administrative Officer II	
6	0045RBV	Administrative Officer II	
7	8756LNP	Administrative Officer II	
8	1048ACN	Administrative Officer II	
9	7879RDG	Administrative Officer II	
10	5869MDL	Administrative Officer II	
11	4242VRC	Administrative Officer II	
12	5932ATS	Administrative Officer II	
13	5952JAB	Administrative Officer II	
14	1580SBS	Administrative Officer II	
15	9160NMA	Administrative Officer II	
16	2987RMT	Administrative Officer II	
17	9459MGL	Administrative Officer II	
18	2640AST	Administrative Officer II	
19	3512JDI	Administrative Officer II	
20	5905REB	Administrative Officer II	
21	2347VPS	Administrative Officer II	
22	8552KAG	Administrative Officer II	
23	1209SBL	Administrative Officer II	
24	7967VV	Administrative Officer II	
25	5766CTA	Administrative Officer II	
26	5772ASC	Administrative Officer II	
27	6146JLB	Administrative Officer II	
28	8513IDT	Administrative Officer II	
29	2792CTS	Administrative Officer II	
30	9101ECD	Legal Assistant	
31	9342LRA	Legal Assistant	
32	3276ICB	Legal Assistant	
33	5869MDL	Legal Assistant	
34	7879RDG	Legal Assistant	
35	2640AST	Legal Assistant	



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No.	Application Code	Position Applied	Schedule
36	9160NMA	Legal Assistant	November 6, 2025 8:00 AM – 5:00 PM
37	2219RCL	Legal Assistant	
38	9187LDA	ADMINISTRATIVE ASSISTANT III	November 7, 2025 8:00 AM – 5:00 PM
39	8756LNP	ADMINISTRATIVE ASSISTANT III	
40	1088JFD	ADMINISTRATIVE ASSISTANT III	
41	9070RTG	ADMINISTRATIVE ASSISTANT III	
42	8533AOM	ADMINISTRATIVE ASSISTANT III	
43	9342LRA	ADMINISTRATIVE ASSISTANT III	
44	7562JAT	ADMINISTRATIVE ASSISTANT III	
45	6980CLP	ADMINISTRATIVE ASSISTANT III	
46	0573MPJ	ADMINISTRATIVE ASSISTANT III	
47	9459MGL	ADMINISTRATIVE ASSISTANT III	
48	9085JYG	ADMINISTRATIVE ASSISTANT III	
49	3168MNU	ADMINISTRATIVE ASSISTANT III	
50	2792CTS	ADMINISTRATIVE ASSISTANT III	
51	1580SBS	ADMINISTRATIVE ASSISTANT III	
52	7484MTV	ADMINISTRATIVE ASSISTANT III	
53	8756LNP	ADMINISTRATIVE ASSISTANT II	
54	9070RTG	ADMINISTRATIVE ASSISTANT II	
55	6980CLP	ADMINISTRATIVE ASSISTANT II	
56	9085JYG	ADMINISTRATIVE ASSISTANT II	
57	7204MRB	ADMINISTRATIVE ASSISTANT II	
58	1580SBS	ADMINISTRATIVE ASSISTANT II	
59	7204MRB	ADMINISTRATIVE AIDE VI	
60	5254KOS	ADMINISTRATIVE AIDE VI	
61	6561RAG	ADMINISTRATIVE AIDE VI	
62	3726AUB	ADMINISTRATIVE AIDE VI	
63	8756LNP	ADMINISTRATIVE AIDE VI	
64	7264APB	ADMINISTRATIVE AIDE VI	
65	2640AST	ADMINISTRATIVE AIDE VI	
66	9070RTG	ADMINISTRATIVE AIDE VI	
67	9160NMA	ADMINISTRATIVE AIDE VI	



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