



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



Office of the Schools Division Superintendent

November 17, 2025

Division Memorandum

No. 0263, s. 2025

**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
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 Assistant III, Administrative Assistant II, and Administrative Aide VI positions on November 20, 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 18 2025

RECORDS SECTION, SGDO PANABO CITY

BY

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
Email: panabocity.division@deped.gov.ph



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ADMINISTRATIVE ASSISTANT II, AND ADMINISTRATIVE AIDE VI POSITIONS**

No.	Application Code	Position Applied	Schedule
1	9187LDA	ADMINISTRATIVE ASSISTANT III	
2	8756LNP	ADMINISTRATIVE ASSISTANT III	
3	1088JFD	ADMINISTRATIVE ASSISTANT III	
4	9070RTG	ADMINISTRATIVE ASSISTANT III	
5	8533AOM	ADMINISTRATIVE ASSISTANT III	
6	9342LRA	ADMINISTRATIVE ASSISTANT III	
7	7562JAT	ADMINISTRATIVE ASSISTANT III	
8	6980CLP	ADMINISTRATIVE ASSISTANT III	
9	0573MPJ	ADMINISTRATIVE ASSISTANT III	
10	9459MGL	ADMINISTRATIVE ASSISTANT III	
11	9085JYG	ADMINISTRATIVE ASSISTANT III	
12	3168MNU	ADMINISTRATIVE ASSISTANT III	
13	2792CTS	ADMINISTRATIVE ASSISTANT III	
14	1580SBS	ADMINISTRATIVE ASSISTANT III	
15	7484MTV	ADMINISTRATIVE ASSISTANT III	
16	8970EDA	ADMINISTRATIVE ASSISTANT III	
17	8756LNP	ADMINISTRATIVE ASSISTANT II	
18	9070RTG	ADMINISTRATIVE ASSISTANT II	
19	6980CLP	ADMINISTRATIVE ASSISTANT II	
20	9085JYG	ADMINISTRATIVE ASSISTANT II	
21	7204MRB	ADMINISTRATIVE ASSISTANT II	
22	1580SBS	ADMINISTRATIVE ASSISTANT II	
23	7204MRB	ADMINISTRATIVE AIDE VI	
24	5254KOS	ADMINISTRATIVE AIDE VI	
25	6561RAG	ADMINISTRATIVE AIDE VI	
26	3726AUB	ADMINISTRATIVE AIDE VI	
27	8756LNP	ADMINISTRATIVE AIDE VI	
28	7264APB	ADMINISTRATIVE AIDE VI	
29	2640AST	ADMINISTRATIVE AIDE VI	
30	9070RTG	ADMINISTRATIVE AIDE VI	
31	9160NMA	ADMINISTRATIVE AIDE VI	November 20, 2025 8:00 AM – 5:00 PM



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