



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

November 26, 2018

DIVISION MEMORANDUM

No. 825, s. 2018

SCHEDULE FOR VALIDATION OF DOCUMENTS AND INTERVIEW OF APPLICANTS FOR ADMINISTRATIVE OFFICER V, ADMINISTRATIVE SERVICES UNIT IN THE DIVISION OF NEGROS ORIENTAL

To: OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District -In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. All applicants for the position of **Administrative Officer V** are hereby informed of the following schedule for validation of the required documents and interview to be held at the **Division Office Conference Room to start at 9:00 a.m.:**

Position Title	SG	Schedule
ADMINISTRATIVE OFFICER V	18	November 28, 2018

(Please see attached names of applicants)

2. They are also required to bring with them the **original copies** of the following documents:

- Certificate of Eligibility/Report of Rating
- Certificate of Outstanding/Meritorious Accomplishments
- Certificate of Trainings/Seminars/Scholarship Grant Attended
- Official Transcript of Records
- Performance Rating (for the last 3 rating period)
- Service Record/Certificate for Employment

3. It is desired that this Memorandum be disseminated to concerned applicants.

for: *Quary*
WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent

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LIST OF APPLICANTS

- 1. BAJANA, SHEEMA**
- 2. BIDAURE, RUBY JEAN**
- 3. CHUA, FROILAN G.**
- 4. CREDO, KARL T.**
- 5. DE LOS REYES, MA. LOUISE DAPHNE L.**
- 6. LIBRADILLA, HYDON B.**
- 7. MONTECINO, ANA CHERADEE**
- 8. RAMOS, RENA MARIE**
- 9. UMBAC, MILDRED**
- 10. YURONG, LANI**