



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

September 6, 2018

Division Memorandum  
No. 556, s. 2018

**SCHEDULE OF SCREENING AND VALIDATION OF DOCUMENTS  
FOR ALL TEACHING-RELATED AND NON-TEACHING APPLICANTS**

TO : Asst. Schools Division Superintendents  
Chiefs, CID & SGOD  
Division Education Program Supervisors/Education Program Specialist  
Public Schools District Supervisors/District in-Charge  
Public Elementary & Secondary School Heads  
Teaching/ Non-Teaching Personnel  
All Others Concerned

1. This office informs the field of the schedule of the actual screening and validation of documents of the applicants for Teaching-Related and Non-Teaching positions on the dates and venue enumerated in the enclosure of this Division Memorandum.
2. All applicants are directed to bring the folder containing the original documents on the day of the actual screening.
3. All applicants are strongly encouraged to come on the assigned date.
4. Applicants **who cannot come on their assigned schedule forfeit their chance for the screening** except in very remote case and only upon submission of documentary evidence to determine the validity of the situation when they can be given another schedule.
5. Immediate and wide dissemination of this Memorandum is desired.

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

06 SEP 2018

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supf's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)

**SCHEDULE OF SCREENING & EVALUATION OF DOCUMENTS  
FOR ALL TEACHING-RELATED AND NON-TEACHING  
APPLICANTS**

<b>Date</b>	<b>Time</b>	<b>Position Applied</b>	<b>Venue</b>
Sept. 10, 2018	8:00 AM	Registrar 1	Division Office
	1:00 PM	Project Development Officer I	
Sept. 11, 2018	8:00 AM	Admin Asst. II	
Sept. 12, 2018	8:00 AM	Admin Asst. III ( Senior Bookkeeper)	
Sept. 13, 2018	8:00 AM	Admin Aide VI	
	1:00 PM	Admin Officer II	
Sept. 14, 2018	8:00 AM	Education Program Supervisor	