



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY

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March 5, 2018

DIVISION MEMORANDUM

No. 54, s. 2018

**SCHEDULE OF INTERVIEW AND FURTHER ASSESMENT FOR THE
SELECTION OF ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)**

To: Division Promotion and Selection Board
Public Elementary and Secondary School Heads
This Division

1. The schedule of the interview for the selection of Administrative Assistant II (Disbursing Officer II) will be on March 7, 2018 at 9:00 AM in the Division Conference Room.
2. Only those applicants who submitted their pertinent documents on or before March 5, 2018 shall be included in the interview.
3. The member of the Personnel Selection Board (PSB) based on DepEd Order No. 66 s. 2007 entitled "*Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions,*" are as follows:

Chairperson:

Rosemarie T. Macesar – Asst. Schools Division Superintendent

Members:

Anna Daphne C. Mugar – Accountant III/Section Head
Marites C. Suminguit - Administrative Officer V (Budget)
Margissa T. Amen - Administrative Officer V
Loromer T. Carpio - Administrative Officer IV
Lorna C. Penonal - Education Program Supervisor 1
/ TACIDITERA President
Carmelita A. Jubay - Chief Curriculum Implementation Division

Secretariat:

Delma R. Denapo - Administrative Officer II
Eleanor M. Arabejo - Administrative Aide VI

4. Immediate dissemination of this Memorandum is desired.

JEAN G. VELOSO

Assistant Schools Division Superintendent
OIC - Schools Division Superintendent