



November 11, 2019

DIVISION MEMORANDUM

NO. 442, s. 2019

**CONDUCT OF ON-THE-JOB ASSESSMENT FOR THE POSITIONS OF
ADMINISTRATIVE ASSISTANT II, ADMINISTRATIVE AIDE VI, AND
SCHOOL PRINCIPAL I**

To: Assistant Schools Division Superintendent
OIC – Office of the Assistant Schools Division Superintendent
Chief – Curriculum and Implementation Division
Chief – Schools Governance and Operations Division
HRMPSB – Chairmen and Members
All Concerned

1. Relevant to the filling of positions for Administrative Assistant II, Administrative Aide VI, and School Principal I, please be informed that this Office will conduct an On-the-Job Assessment and Interview on **November 13, 2019 Wednesday 8:00 AM - 5:00 PM** at Silid Ugnayan, and Bulwagang Tanglaw, Schools Division Office, Trece Martires City, Cavite.
2. Attached hereof is the list of applicants with their corresponding desired position. All applicants are encouraged to bring their own laptop, and extension wire.
3. Schedule are as follows:

| Time | Place of Assessment | Position |
|-----------------|---------------------|---|
| 8:00-12:00 Noon | Bulwagang Tanglaw | School Principal I and Administrative Assistant II (Senior High School) |
| 8:00-12: Noon | Silid Ugnayan | Administrative Aide VI and Administrative Assistant II (Disbursing Officer) |

4. Immediate dissemination of this memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite
LIST OF APPLICANTS



Certificate Number: AJA17-0083

For Administrative Aide VI:

1. Lyrenne Patricia S. Ramos
2. Mona Karlaine S. Cortez
3. Mika A. Costelo
4. Jasmin R. Del Mundo
5. Rose-an P. Barroga
6. Angelica R. Cabral
7. Romeo D. Gener
8. Mylien A. Revita
9. Richie V. Austral
10. Randy F. Gonzales

For Senior High School Administrative Assistant II:

1. Rowena Ana A. Ramos
2. Margie Lyn P. Antazo
3. Cheska Lei Sabando
4. Ermelinda V. Pegenia
5. Joanna Rose S. Seva
6. Benidick R. Martal
7. Somaira G. Nolasco
8. Karen J. Pole
9. Rosemarie C. Mesina
10. Charisma A. Ramirez
11. Ronnel Herez

For Administrative Assistant II (Disbursing Officer):

1. Jurhene Irish C. Diesta
2. Merry Chris S. Villaflor

For Scholl Principal I:

1. Sheila B. Bello
2. Eliseo B. Anacay
3. Orven Francis G. De Pedro