



Republic of the Philippines
Department of Education
Region XII
SCHOOLS DIVISION OFFICE OF TACURONG CITY

November 20, 2023

DIVISION MEMORANDUM
OSDS NO.: 180 s. 2023

**CONDUCT OF WRITTEN EXAMINATION FOR NON-TEACHING
(ADMINISTRATIVE OFFICER II AND PROJECT DEVELOPMENT OFFICER I)
APPLICANTS**

To: Division Chiefs
Education Program Supervisors
Cluster Heads
Elementary and Secondary School Administrators
All Others Concerned
This Division

1. In view of the screening process for Non-Teaching positions, this is to announce the schedule of the written examination as part of the Potential Criteria in which to measure knowledge, language proficiency, ability to present ideas, and leadership ability of the applicant.
2. Scheduled **written exam on November 24, 2023 at 8:00 o'clock in the morning for Administrative Officer II (AO II) and 1:30 in the afternoon for Project Development Officer I (PDO I)** at CSDT Conference Room, Tacurong City.
3. Applicants shall be given 45 minutes to one (1) hour to complete the written exam.
4. All applicants must be at the venue 30 minutes before the scheduled time and must bring their own ballpen and wear a mask.
5. There will be no other schedule for the Written Examination.
6. For details, kindly refer to DepEd Order No. 007, s. 2023 dated March 22, 2023 and follow the provisions stated therein.
7. For your information, guidance, and immediate dissemination to all concerned.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None
Reference/s: D.O. 07 s.2023; DO No. 19, s. 2022
Allotment:
To be indicated in the Perpetual Index under the following subjects
POSITIONS QUALIFICATIONS VACANCIES

GPO/HR/DM/Conduct of Written Examination for Non-Teaching (Administrative Officer II and Project Development Officer I) Applicants/November 20, 2023



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