



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

April 1, 2024

DIVISION MEMORANDUM
 OSDS NO.: 055 s. 2024

**SCHEDULE OF INTERVIEW FOR NON-TEACHING POSITIONS
 (ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II)**

TO: Human Resource Merit and
 Personnel Selection Board (HRMPSB)
 All Applicants
 All others concerned
 This Division

1. In view of the screening process for filling up items for non-teaching position, please be informed of the schedule of the **virtual interview** via this link <https://meet.google.com/qbe-eyjj-qwx> for the following positions:

April 4, 2024 (Thursday)

Non-Teaching

Administrative Assistant III
 (15 applicants)

Time

8:30am – 11:30am

Administrative Assistant III
 (15 applicants)

1:30pm – 4:30pm

April 5, 2024 (Friday)

Administrative Assistant III
 (16 applicants)

8:30am – 11:30am

Administrative Assistant II
 (10 applicants)

1:30pm – 4:30pm

2. Attached herewith is the list of applicants and their corresponding schedule.

3. For your information and guidance.


GILDO G. MOSQUEDA, CEO VI
 Schools Division Superintendent

Enclosure: None
 Reference/s: D.O. 07, s. 2023
 Allotment:

To be indicated in the Perpetual Index under the following subjects

POSITIONS QUALIFICATIONS VACANCIES

GPO/ Admin-HR/DM- SCHEDULE OF INTERVIEW FOR NON-TEACHING POSITIONS (ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II)



Address: Alunan Highway, Poblacion, Tacurong City 9800
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Republic of the Philippines
Department of Education
 Region XII

Schools Division Office of Tacurong City

ADMINISTRATIVE ASSISTANT III

Date: April 4, 2024
Time: 8:30-11:30am

Names of Applicant
Alunan, Abigail G.
Apellido, Glenn Allen E.
Aque, Kim Lyka C.
Arenos, Knaiza Faith B.
Aspera, Ivy G.
Bade, Ellen Rose L.
Buendicho, Danielle Marie P.
Cadeliña, Josh Bernard H.
Cosas, Albert Carlo A.
Dacallo, Delia N.
Diaz, Eljan S.
Duculan, Eden B.
Dumanlag, Monique D.
Duplin, Cyriel Jane P.
Elisan, Mary Joy A.

Date: April 4, 2024
Time: 1:30-4:30pm

Names of Applicant
Enriquez, Marjorie C.
Falle, Niza Mie R.
Felongco, Felamae V.
Fernandez, John Henry A.
Genove, Francis Jann T.
Guira, Lovely Joy M.
Gumban, Angelie M.
Kabugatan, Harlit Ron L.
Lamita, J J.
Legaspi, Catherine A.
Mamindiala, Brayson S.
Mariano, Ruby G.
Medillas, Janenith A.
Mendoza, Jayson L.
Mogan, Roselyn V.

Date: April 5, 2024
Time: 8:30-11:30am

Names of Applicant
Naro, Ashmeraida A.
Orcinado, Anavie A.
Pamplona, Stephen Dave A.
Paniza, Sarah B.
Riveral, Rodna N.
Roncesvalles, Rex Louis P.
Rulona, Joel P.
Sajor, Glenndaille Joi F.
Sareno, Mark Anthony C.
Seron, Chatryn Mae L.
Sespeñe, Ralph Jan P.
Sumalo, Ymur T.
Tam, Feline Jane E.
Torre, Maria Fe A.
Umanito, Jonalyn V.
Villacruz, Dextone A.

ADMINISTRATIVE ASSISTANT II

Date: April 5, 2024
Time: 1:30-4:30pm

Names of Applicant
Aguacito, Kimberly D.
Arboleda, Angelo C.
Baira, Aia Glenise P.
Caluya, JM Lovely M.
Canto, Jerald C.
Castañeda, Grace Joy E.
Dabuan, EG Boy F.
Ebanos, Erwin T.
Guindo, Johayna S.
Sareno, Swellen P.