Republic of the Philippines

# Department of Education
## SCHOOLS DIVISION OF MARINDUQUE

**Office of the Schools Division Superintendent**

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**DIVISION MEMORANDUM**
OSDS-2025-037

**TO:**     Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Heads of all Public Elementary, Integrated, and Secondary Schools
All Others Concerned

**FROM:**     **LYNN G. MENDOZA, EdD**
OIC-Schools Division Superintendent

**SUBJECT:**     **HUMAN RESOURCE MANAGEMENT PROMOTION AND SELECTION BOARD SCHEDULE OF ORIENTATION, WRITTEN/SKILLS TEST, BEHAVIORAL EVENT INTERVIEW (BEI), ASSESSMENT AND DELIBERATION FOR VACANT ADMINISTRATIVE OFFICER II (PROCUREMENT) AND LEGAL ASSISTANT I POSITIONS**

**DATE:**     December 02, 2025

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The HRM Promotion and Selection Board will conduct an Orientation, Written/Skills Test, BEI, Assessment, and Review of the application documents on December 04, 2025 from 8:00 AM to 5:00 PM at the Don Luis Hidalgo Memorial School Conference Hall, Malusak, Boac, Marinduque for the following positions:

a.  Administrative Officer II (Procurement)
b.  Legal Assistant I

All applicants for the said positions are expected to attend the aforementioned activity and be at the venue before the scheduled time.

Attached is the list of qualified applicants.

Immediate dissemination of the contents of this Memorandum is desired.

## Qualified Applicants for Administrative Officer II (Procurement)

Kristel Q. Del Rio
Shelah Mae P. Emnace
Maria April E. Esplana
Roy M. Inciong
Ailene E. Jabat
Chrizzia Novelyn F. Jardiniano
Jane Carla F. Jasmin
Reann Mariz L. Lacerna
John Mark S. Larga
Grace Noreen O. Largado
Edward M. Laririt
Thomas Eilbert L. Lasac
Angelica Nicole L. Lazarte
Alda Clairase J. Llave
Daniel Paolo Isaac L. Malco
Alvin M. Mameng
Mark Glenn M. Mamugay
Cherry Lou G. Morales
Sharmane J. Orilla
Marjylu O. Pangilinan
Mary Joy M. Ronquillo
Saramel L. Sadim
Hyzel L. Saguid
Jogelyn S. Siena
Edmar Joseph P. Sto. Domingo
Jane R. Vargas

## Qualified Applicants for Legal Assistant I

Roy M. Inciong
Genela Mae R. Macdon
Wendy Ann S. Vergara