



Republic of the Philippines  
**Department of Education**  
MIMAROPA Region  
**SCHOOLS DIVISION OF MARINDUQUE**



**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**TO:** Chief Education Supervisors  
Elementary/Secondary School Heads  
Unit/Section Heads  
HRMPSB Members/Secretariat  
All Others Concerned

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

**SUBJECT:** **Human Resource Management Promotion and Selection Board Schedule of Test, Interview, Assessment and Review for Vacant Head Teacher I/II/III, Administrative Assistant II and Administrative Aide VI Positions**

**DATE:** September 12, 2023

1. The HRM Promotion and Selection Board will conduct the following activities at the Schools Division Office Conference Hall at 8:00 AM:

Vacant Positions	Date	Activity
Head Teacher I/II/III	September 20, 2023	Assessment and Interview
	September 21, 2023	Exam/Test
Administrative Assistant II Administrative Aide VI	September 21, 2023	Assessment, Interview and Exam

2. All applicants for the said positions are expected to attend the aforementioned activities.

3. Applicants are encouraged to wear face masks and must be at the venue at the scheduled time.

4. Immediate dissemination of the contents of this Memorandum is desired.

