



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

Department of Education
Division of Marinduque
RECORDS SECTION
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Name: 002896
Signature: [Signature]
Date: AUG 20 2024 Time:

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

[Handwritten Signature]

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 Assistant II and Administrative Assistant III Positions**

DATE: August 20, 2024

1. The HRM Promotion and Selection Board will conduct an Orientation, Written/Skills Test, BEI, Assessment, and Review of the application documents of the applicants to the following positions at Schools Division Office Conference Hall on August 21, 2024, from 8:00 AM to 5:00 PM.

- a. Administrative Assistant II
- b. Administrative Assistant III

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

3. Applicants are encouraged to be at the venue at the scheduled time.

4. Attached is the name of qualified applicants on the said activity.

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

*"Marinduque Heart of the Philippines
Lead to Excel, Excel to Lead"*

[Handwritten Signature]



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List of Qualified Applicants of Administrative Assistant III

Rainier Dale Atienza
Joeliza Queenie Cudiamat
Cherrie Jean Macanda
Angelica Mercene
Marie Antonette Salvacion

List of Qualified Applicants of Administrative Assistant II

Joeliza Queenie Cudiamat
Cherrie Jean Macanda
Keren Gayle Palaspas
Viril Rich Dianne Pestaño

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