



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
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Date: MAR 10 2025
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Office of the Schools Division Superintendent

MEMORANDUM

OSDS-PS-2025-003

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Elementary/Secondary School Heads
Unit/Section Heads
HRMPSB Members/Secretariat
All Others Concerned



Digitally signed by
Mendoza Lynn Gozar
Date: 2025.03.10 11:18:02
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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 III, ADMINISTRATIVE ASSISTANT II AND ADMINISTRATIVE AIDE VI POSITIONS**

DATE: March 10, 2025

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 for the following positions on March 11, 2025 at Schools Division Office Conference Hall from 8:00 AM to 5:00 PM.

- a. Administrative Assistant III
- b. Administrative Assistant II
- c. Administrative Aide VI

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

3. Attached is the name of qualified applicants.

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



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Website: <https://depedmarinduque.com>

List of Qualified Applicants for Administrative Assistant III

- | | |
|----------------------------|---------------------------|
| 1. Jeffany Anne R. Abuyan | 14. Lady Ann M. Masbate |
| 2. Mary Adelaine Daguman | 15. Angelica M. Mercene |
| 3. Anna Karina S. Cantona | 16. Wiendly L. Minga |
| 4. Checkila R. Cueto | 17. Rexwen Ann M. Miranda |
| 5. Bernadeth P. Enriquez | 18. Helen P. Palma |
| 6. Almira C. Ingco | 19. Shiela Mae M. Perlas |
| 7. Glen Mark J. Labaguis | 20. Mary Joy S. Regencia |
| 8. Ann Jhea Mae L. Lamarca | 21. Crisanta R. Riego |
| 9. Jean A. Larosa | 22. Xyryl D. Rioveros |
| 10. Ruth Joy M. Laylay | 23. Mary Joy M. Roque |
| 11. Maebelle M. Livelo | 24. Melanie P. Rosas |
| 12. Ivy M. Loto | 25. Hyzel L. Saguid |
| 13. Rea Rose M. Maling | |

List of Qualified Applicants for Administrative Assistant II

- | | |
|-----------------------------------|-------------------------------|
| 1. Yschief M. Abregado | 21. Jemma P. Moreno |
| 2. V-Vian N. Amparo | 22. Virginia M. Nieva |
| 3. Anna Karina S. Cantona | 23. Godofredo V. Odtuhan Jr. |
| 4. Nhel J. Cruzado | 24. Kristel Jane L. Osicos |
| 5. Checkila R. Cueto | 25. Pearlina L. Pelagio |
| 6. Mary Adelaine Daguman | 26. Merjun D. Perico |
| 7. Bernadeth P. Enriquez | 27. Paula Bianca F. Reanzares |
| 8. Almira C. Ingco | 28. Crisanta R. Riego |
| 9. Annie Liza S. Jarabe | 29. Xyryl D. Rioveros |
| 10. Glen Mark J. Labaguis | 30. Judy Ann F. Robles |
| 11. Jean A. Larosa | 31. Melanie P. Rosas |
| 12. Ruth Joy M. Laylay | 32. Jovelyn L. Sadiwa |
| 13. Freyleen May Zenith L. Lingon | 33. Hyzel L. Saguid |
| 14. Maridette M. Loto | 34. Sammy A. Sales |
| 15. Rea Rose M. Maling | 35. Kristine M. Saporna |
| 16. Jose M. Manay Iii | 36. Christine S. Solito |
| 17. Rizabelle R. Medina | 37. Alexis M. Sotta |
| 18. Angelica M. Mercene | 38. Melowjean D. Sto Domingo |
| 19. Wiendly L. Minga | 39. Irish Glenna L. Villalon |
| 20. Rexwen Ann M. Miranda | |

List of Qualified Applicants for Administrative Aide VI

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|---------------------------|------------------------------|
| 1. Kelvin Rei J. Labaguis | 11. Jessica P. Nerias |
| 2. John Wilfred L. Laylay | 12. Neil Owen O. Pineda |
| 3. John Michael J. Lupig | 13. Hyzel L. Saguid |
| 4. Jose M. Manay III | 14. Arla Shamelle Salmorin |
| 5. Karylle M. Manrique | 15. Alexis M. Sotta |
| 6. Ma. Joanna Manuevo | 16. Arrienne R. Umali |
| 7. Xyzaa Joy M. Marciano | 17. Phane Elaine M. Vertucio |
| 8. Kim Errol L. Miralles | |
| 9. Sonia Rose M. Monteras | |
| 10. Muffy Marie L. Nasan | |