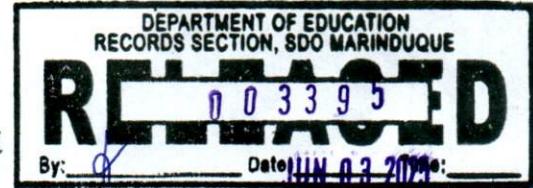




Republic of the Philippines  
**Department of Education**  
MIMAROPA Region  
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

**TO:** Public Schools District Supervisors  
Elementary/Secondary School Heads  
Ma Concepcion Lozano, AO II-Boac North District  
Marieta Manzo, AO II-Boac North District  
Ana Marie Malelang, AO II-Buenavista District  
Sheila Grace Mirones, AO II-Gasan District  
Analyn Opis, AO II-Santa Cruz East District  
Almirah Motol, AO II-Santa Cruz East District  
May Lanie Jalos, AO II-Santa Cruz North District  
Chesther Marie Historillo, AO II-Santa Cruz ~~North~~ District  
Sarah Jane Tejones, AO II-Torrijos District

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

**SUBJECT:** INITIAL EVALUATION OF DOCUMENTS AND COMPUTATION OF  
GENERAL WEIGHTED AVERAGE (GWA) OF ADMINISTRATIVE  
OFFICER II APPLICATIONS

**DATE:** June 02, 2025

1. The Schools Division of Marinduque through the Administrative Services Unit-Personnel Section shall conduct an initial evaluation of documents and computation of General Weighted Average of Administrative Officer II applications.
2. This aims to fast-track the initial evaluation of documents and computation of GWA of Administrative Officer II applications.
3. Initial evaluation and computation of GWA will be done starting June 3<sup>4</sup>, 2025 until all applications were evaluated.
4. Immediate dissemination and compliance with the contents of this Memorandum is desired.

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



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