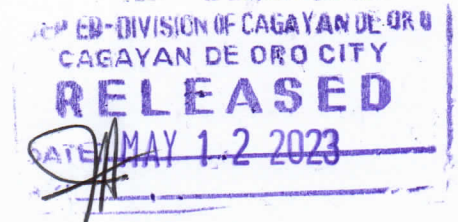




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

11 May 2023

DIVISION MEMORANDUM

No. 197 s.2023

**SCHEDULE OF FINAL EVALUATION AND INTERVIEW
FOR ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)**

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
CTD and SGOD Personnel
All Elementary and Secondary Public School Heads and Principals
All Others Concerned

1. Pursuant to Division Memorandum No. 147, s. 2023 re: Announcement of Vacant Level 1 Positions dated April 11, 2023, the schedule of Final Evaluation and Interview for the Administrative Assistant II (Disbursing Officer II) position with the Division Human Resource Merit Promotion Selection Board (HRMPSB) will be on **May 15, 2023 (Monday) 1:00 o'clock in the afternoon** at the 2nd Floor Coop Bldg., DepEd – Division of Cagayan de Oro City.
2. **DepEd Order No. 7, s. 2023** re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education will be used as basis for document evaluation and interview.
3. Further, all applicants must bring their original copies of submitted pertinent documents for verification purposes and must wear appropriate attire during the interview.
4. This Office promotes Equal Employment Opportunity Principle (EEO). Qualified candidates are welcome to apply regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
5. In case of Disability, please disclose what assistance you need (e.g., auxiliary aids and services to visually or hearing impaired, wheelchair etc.) for this division to provide reasonable accommodations
6. This Office directs the immediate and wide dissemination of this Memorandum.


ROY ANGELO E. GAZO
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT
PROMOTIONS

EMPLOYMENT
RECRUITMENT

EVALUATION
SELECTION

CAA/ DM – schedule of final evaluation and interview
May 11, 2023



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