



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

November 15, 2024

DIVISION MEMORANDUM

No. 866 s. 2024

SCHEDULE FOR WRITTEN EXAMINATION, EVALUATIVE ASSESSMENT OF DOCUMENTS AND INTERVIEW OF QUALIFIED APPLICANTS FOR SCHOOL ADMINISTRATION AND NON-TEACHING VACANT POSITIONS

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors, CID and SGOD
Education Program Supervisors and SEPS (DSC)
Public Schools District Supervisors (DSSC)
Elementary/Secondary School Heads, OICs and Acting School Heads
Division Human Resource Merit Promotion Selection Board (HRMPSB)
All Qualified Applicants in the Attached List

1. The qualified applicants for School Administration and Non-Teaching vacant positions in Elementary and Secondary level are invited for a Written Examination, Evaluative Assessment of Documents and Interview on **November 20, 2024 at the Conference Hall of Schools Division of Tacloban City.**
2. Applicants must be at the conference room fifteen (15) minutes before the examination. The written examination **will start strictly at 8:00 in the morning.** Please refer to the attached enclosure for the List of Qualified applicants. It is advised that all applicants must bring their necessary writing materials required for the examination.
3. The Division Office of Tacloban City adheres to Strengthens its Equal Opportunity principle of the existing general policy of no discrimination based on age, gender identity, sexual orientation, civil status disabilities, religion and/or indigenous group membership, political affiliation in the implementation of its Recruitment, Selection and Placement(RSP).
4. Immediate and wide dissemination of this memorandum is desired.

SHERLITA A. PALMA
NO. 991 s. 2024
SHERLITA A. PALMA EdD, CESO VI
OIC-Schools Division Superintendent
11-15-2024

Enclosure: as stated
Reference: DM No. 817,s. 2024 Conduct of OPEN DOORS for School Administration and Non-Teaching Vacant Positions for the SY 2024-2025
To be indicated in the Perpetual Index under the following subjects:
Recruitment, Selection and Placement List of Qualified Applicants Evaluative Assessment
OSDS-AU-PS-NMB/ 111524



RELEASED
Date: 15 NOV 2024