



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

May 21, 2025

DIVISION MEMORANDUM

No. 115, s. 2025

**ADDENDUM TO DIVISION MEMORANDUM 117, s. 2025 SCHEDULE OF
INTERVIEW AND COMPARATIVE ASSESSMENT FOR APPLICANTS
FOR ADMINISTRATIVE OFFICER II POSITION
FOR SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent
Education Program Supervisors
Human Resource Merit, Promotion and Section Board
All Others Concerned

1. Pursuant to Division Memorandum No. 117, s. 2025 re: *Call for Applicants for 130 Administrative Officer II (ADO F2) Positions for Fiscal Year 2025-2026*. This office hereby announces the following Schedule of Behavioral Events Interview and Weight Allocation for Comparative Assessment (One-Stop-Shop) for applicants for Administrative Officer II (ADO F2) Positions for School Year 2025-2026 on **June 9-13, 2025**.
2. All concerned Administrative Officer II applicants are likewise reminded that:
 - a. Individual schedules shall be communicated via email and likewise announced by the HRM Office;
 - b. **Verify first their respective schedule** of evaluation and comparative assessment with the HRMO **as unscheduled walk-in evaluation are discouraged, unless for valid cause and with prior written approval of the HRMPSB;**
 - c. Be **on-time** and be in appropriate **corporate/ formal attire whichever is available and practicable**, during the Behavioral Events Interview (BEI);
3. Attached to this memorandum are the designated members of the **HRMPSB Sub-Committee Members Evaluators per criteria** who shall be tasked with conducting and facilitating the conduct of the aforementioned activity. This memorandum shall serve as **Travel Authority**, and the **same shall be considered as a regular duty and shall be treated with utmost priority**, in compliance with item 94 of DepEd Order No 19, s. 2022 or the *Department of Education Merit Selection Plan*.
4. Likewise to ensure attendance of the Members of the HRMPSB Sub-Committee Evaluators please be reminded that **one-day before and one day after travel time shall only be allowed for travels to and from island municipalities of Biri, Capul and San Vicente and pacific towns of Gamay, Mapanas and Lapinig** as per item 2 (a)(i) of Division Memorandum 123 s 2023 or the *Division Office Policy on Processing of Financial Claims for Traveling Expenses for Local Travels*.
5. For your information and strict compliance.

GAUDENCIO C. ALJIBE, JR., CESO VI

Schools Division Superintendent



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By: AB

MAY 21 2025

Note: _____

Enclosure No. 2
**HRMPSB Composition and Sub-Committee Members Evaluators for
Non-Teaching Position¹ per Criteria**

Criteria	Chairperson/Head	Members
HRMPSB	REY F. BULAWAN <i>Assistant Schools Division Superintendent</i>	NOE M. HERMOSILLA <i>Chief, SGOD</i> SYLVIA D. VILLANUEVA <i>Chief, CID</i> MICHELLE D. CAGUIMBAL <i>Administrative Officer V</i> EUNICE V. TARINGTING <i>Administrative Officer IV/HRMO</i> ROBERTO T. ORIAS, JR <i>Senior Education Program Specialist/DepEd National Employees' Union President</i>
HRMPSB Secretariat	FRANCIS RICO E. TOBES	EUNICE COSTA EDILBERTO LOBINO JAY FRANCIS CAHUSAY MARIANNE ALERIA RAUL MATIAS TONOG DIONESIA A. MERCADER
A. Education	ALEX B. REJUSO	
B. Training	PETER R. BOBILES	PEPITO SALDO
C. Experience	RUDEL C. LUTAO	DAVY A. APLAN
D. Performance	OMAR O. TY	ISAGANI E. LICAS
E. Outstanding Accomplishment		
a. Awards and recognitions	NELIDA M. LOBOS	NESTOR A. ADA
b. Research and Innovation	ELNA D. ENANO	JOCELYN I. ACEBUCHE
c. Subject Matter Expertise / Membership in National TWG/Committees	LUCILA R. BALONDO	GEROLDO LOBOS
d. Resource Speakership/ Learning Facilitator	EMILY M. ADARAYAN	
e. NEAP Accredited Facilitator	MYRA L. BATO	
F. Application of Education	MANUEL I. LIPATA	
G. Application of Learning and Development	FELIX J. LADENO	
H. Potential		
a. Written Exam	HRMPSB	HRMO Staff
b. Behavioral Events Interview	HRMPSB	HRMO Staff
c. Work Sample Test	MICHELLE D. CAGUIMBAL	Atty. VERGEL E. BUNA <i>For General Services Positions (Security Guard, Admin. Aide)</i> ROLANDO P. LUCENECIO, JR <i>For Non-General Services Positions (Admin. Assist II, Admin. Assist. III)</i> ELVIRA R. REBO, RL <i>For School Librarian</i>

¹ DM 143, s. 2024 *Reconstitution of the Division Human Resource Merit Promotion and Selection Board (HRMPSB) For First and Second Level Teaching, Teaching Related and Non-Teaching Positions*

Enclosure No. 1

**THE DIVISION EVALUATION AND SELECTION PROCESS
(One-Stop-Shop/On-the-Spot Evaluation System)**

**FIRST STOP - APPRAISAL OF DOCUMENTS
(Bulwagan ng mga Guro)**

1. Applicant and registers his/her name on the Registration Form and gets his/her Evaluation Sheet indicates his/her personal information in verified Application Code.
2. He/she then proceeds to the appraisers for the evaluation of his/her documents to designated evaluators under; Education; Training
 - a. Experience
 - b. Performance
 - c. Outstanding Accomplishment
 - d. Application of Education
 - e. Application of Learning and Development
 - f. Written Exam and Work Sample Test
3. The evaluator gives the points/ratings earned on the Evaluation Sheet by the applicant in the area evaluated and affixes his/her signature.

**SECOND STOP - INTERVIEW
(Library Hub Conference Room)**

1. The applicant proceeds to the Library Hub for the interview and waits for his/her turn.
2. After the interview, the HRMPSB indicates the rating obtained by the applicant on the Evaluation Sheet and affixes his/her signature.

**LAST STOP - CONSOLIDATION OF POINTS
(HRM Office)**

1. The applicant presents the Evaluation Sheet, to the Secretariat to consolidate the total points earned in the different criteria.
2. The secretariat encodes the name of the applicant in the Master list and the total points earned.