



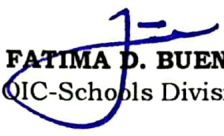
Republic of the Philippines  
**Department of Education**  
REGION V  
SCHOOLS DIVISION OF MASBATE CITY



OFFICE OF THE SCHOOLS DIVISION  
SUPERINTENDENT

**MEMORANDUM**

**TO :** DHRMPSB Chairman and Members  
DHRMPSB Secretariat  
All Pre-Evaluated Qualified Applicants for  
Attorney III  
Asst. Principal  
Master Teacher II (Elementary & Secondary)  
Head Teacher VI (Values)  
Head Teacher III (Mathematics)  
Administrative Assistant III, II & I  
Disbursing Officer I  
Administrative Aide VI & III

**FROM :**  **FATIMA D. BUEN, CESO VI**  
SIC-Schools Division Superintendent

**SUBJECT :** **ASSESSMENT OF APPLICANTS FOR ATTORNEY III, ASST. PRINCIPAL, MASTER TEACHER II, HEAD TEACHER VI & III, ADMINISTRATIVE ASSISTANT III, II & I, DISBURSING OFFICER I, ADMINISTRATIVE AIDE VI & III (Assessment of Documents, Interview and Written Examination)**

**DATE :** **November 9, 2022**

1. This office hereby announces the date of assessment, written examination and interview of applicants for Attorney III, Asst. Principal, Master Teacher II, Head Teacher VI & III, Administrative Assistant III & II, Disbursing Officer I, Administrative Aide VI & III on December 21-23, 2022 at the SDO Conference Hall
2. Applicants are advised to take note of the chronology of activities and the highly important health protocols to be adhered to. In view of the current pandemic and in compliance with the existing policies and laws on how the general public should comply with the health protocols being implemented, all applicants are advised to observe the same when they appear for the assessment, written exam and interview.
3. The applicants, members of the DHRMPSB, members of the secretariat and other SDO personnel who are involved in these processes are enjoined to strictly observe social distancing at all times, wearing of face mask, checking one's temperature thru thermal scanner and declaring some health information on prior travels before partaking in any of the assessment activities.
4. To ensure the smooth implementation of the assessment activities, the following timelines and activities shall be followed strictly:



**Address:** Jolly T. Fernandez Avenue, City of Masbate 5400  
**Contact No:** (056) 3336142, 09388657680, 09508860381  
**Email Address:** masbate.city@deped.gov.ph  
**Web:** <http://www.depedmasbatecity.com>



Republic of the Philippines  
**Department of Education**

REGION V  
SCHOOLS DIVISION OF MASBATE CITY

OFFICE OF THE SCHOOLS DIVISION  
SUPERINTENDENT

Date	Time	Activities	To be Assessed by	Venue
12-21-2022	8:00 AM to 9:00 AM	Assessment of Documents of Applicants for Attorney III & Asst. Principal	DHRMPSB Level 2 (Non-Teaching)	SDO Conference Hall
	9:00 AM to 11:30 AM	Interview of Applicants for Applicants for Attorney III & Asst. Principal		
	11:30 AM to 12:00 noon	Written Exam of Applicants for Applicants for Attorney III & Asst. Principal		
	1:00 PM to 2:00 PM	Review of Documents of Applicants for Master Teacher II for Elementary & Secondary	DHRMPSB Level 2 (Non-Teaching)	SDO Conference Hall
	2:00 PM to 3:00 PM	Assessment of Documents of Applicants for Master Teacher II for Elementary & Secondary		
	2:00 PM to 3:00 PM	Interview of Applicants for 6 Applicants for Master Teacher II for Elementary & Secondary		
	4:00 pm to 5:00 pm	Written Exam of Applicants for 6 Applicants for Master Teacher II for Elementary & Secondary		
12-22-2022	8:00 AM to 9:00 AM	Assessment of Documents of Applicants for Head Teacher VI & III	DHRMPSB Level 2 (Non-Teaching))	SDO Conference Hall
	9:00 AM to 11:30 AM	Interview of Applicants for Applicants for Head Teacher VI & III		
	11:30 AM to 12:00 noon	Written Exam of Applicants for Head Teacher VI & III		
	1:00 PM to 2:30 PM	Assessment of Documents of Applicants for Applicants Administrative Assistant III		
	2:30 PM to 4:00 PM	Interview of Applicants for Applicants for Administrative Assistant III		
	4:00 PM to 5:00 PM	Written Exam of Applicants for Applicants for Administrative Assistant III		



Address: Jolly T. Fernandez Avenue, City of Masbate 5400  
Contact No: (056) 3336142, 09388657680, 09508860381  
Email Address: masbate.city@deped.gov.ph  
Web: <http://www.depedmasbatecity.com>





Republic of the Philippines  
**Department of Education**  
REGION V  
SCHOOLS DIVISION OF MASBATE CITY

OFFICE OF THE SCHOOLS DIVISION  
SUPERINTENDENT

Date	Time	Activities	To be Assessed by	Venue
12-23-2022	8:00 AM to 9:00 AM	Assessment of Documents of Applicants for Administrative Asst. II & Admin. Aide III	DHRMPSB Level 1 (Non-Teaching)	SDO Conference Hall
	9:00 AM to 11:30 AM	Interview of Applicants for Administrative Asst. II & Admin. Aide III		
	11:30 AM to 12:00 noon	Written Exam of Applicants for Administrative Asst. II & Admin. Aide III		
	1:00 PM to 2:00 PM	Assessment of Documents of Applicants for Admin. Asst. I, Disbursing Officer I & Admin. Aide VI	DHRMPSB Level 1 (Non-Teaching)	SDO Conference Hall
	2:00 PM to 3:00 PM	Interview of Applicants for Admin. Asst. I, Disbursing Officer I & Admin. Aide VI		
	2:00 PM to 3:00 PM	Written Exam of Applicants for Admin. Asst. I, Disbursing Officer I & Admin. Aide VI		

5. The SGOD Chief is requested to assign a nurse on duty to manage health protocols compliance.
6. As a reiteration, during the actual date of deliberation, applicants shall bring one (1) set of original copy of the same documents submitted on or before the set deadline as required in an unnumbered division memorandum dated September 28, 2022.
7. Expenses for the meals of the HRMPSB and Secretariat and other incidental expenses of the activity shall be charged against Division funds subject to the usual accounting procedures and regulations.
8. For information, guidance and compliance



Address: Jolly T. Fernandez Avenue, City of Masbate 5400  
Contact No: (056) 3336142, 09388657680, 09508860381  
Email Address: masbate.city@deped.gov.ph  
Web: <http://www.depedmasbatecity.com>