



Republic of the Philippines  
**Department of Education**  
 Region V  
**SCHOOLS DIVISION OF SORSOGON**

February 03, 2025

**ADVISORY**

**SCHEDULE OF COMPARATIVE ASSESSMENT FOR NON-TEACHING POSITIONS  
 (ADMINISTRATIVE OFFICER, ADMINISTRATIVE ASSISTANT III, ADMINISTRATIVE  
 ASSISTANT II, ADMINISTRATIVE AIDE VI, ADMINISTRATIVE AIDE IV,  
 ADMINISTRATIVE AIDE III, ADMINISTRATIVE AIDE I, ACCOUNTANT I)**

TO: The Division HRMPSB  
 HRMPSB Secretariat  
 All Qualified Applicants  
 Others Concerned

- This is to inform applicants for the following non-teaching positions: **Administrative Officer I (Cashier and Supply Officer), Administrative Assistant III (Clerk and Senior Bookkeeper), Administrative Assistant II (Disbursing Officer), Administrative Aide VI, Administrative Aide IV (Clerk), Administrative Aide III, Administrative Aide I, and Accountant I** per (Division Memorandum 254 s. 2024, Division Memorandum 268 s. 2024, Division Memorandum No. 234, s. 2024, Division Memorandum 218 s. 2024) of the scheduled Orientation, Comparative Assessment, Examination and Interview:

| TIME OF ORIENTATION AND EXAMINATION | TIME OF CA AND INTERVIEW     | APPLICATION                         |
|-------------------------------------|------------------------------|-------------------------------------|
| 08:00 AM                            | 09:00 AM                     | <b>Accountant I</b>                 |
|                                     | 09:30 AM                     | <b>Administrative Officer I</b>     |
|                                     |                              | <b>Administrative Assistant III</b> |
|                                     | 10:00 AM                     | <b>Administrative Assistant II</b>  |
|                                     |                              | <b>Administrative Aide VI</b>       |
|                                     |                              | <b>Administrative Aide IV</b>       |
|                                     |                              | <b>Administrative Aide III</b>      |
|                                     | <b>Administrative Aide I</b> |                                     |

- All qualified applicants are expected to report to the Division Office on **February 4, 2025** at exactly 8:00 AM.
- For the guidance of all concerned.

**JOSE L. DONCILLO, CESO V**  
 Schools Division Superintendent



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