



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

March 22, 2024

DIVISION MEMORANDUM

No. 074,s.2024

CREATION OF THE DIVISION SUB-COMMITTEES FOR THE ASSESSMENT OF APPLICANTS FOR THE POSITION ADMINISTRATIVE OFFICER II AND PROJECT DEVELOPMENT OFFICER I

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, SGOD and CID
 Education Program Supervisors
 Public Schools District Supervisors/ OIC-PSDSs
 Elementary and Secondary School Heads
 All Others Concerned

1. To facilitate the conduct of the assessment of applicants to the positions Administrative Officer II and Project Development Officer I, and to comply with the efficient filling up of the said items, the Division HRMPSB Sub-Committees are hereby created, thus:

A.

Task	Administrative Officer II Group	Project Development Officer I Group
Comparative Assessment	Sub-Committee Head: <i>JOMAR E. ENGUERRA</i>	Sub-Committee Head: <i>JEFF HOWELL I. MAPE</i>
	Members: 1. TEDDY C. JANOLA- P1 2. FERMIN G. ESPALLARDO JR.- P2 3. DENNIS E. DE GUZMAN- P2 4. ROLLY ANTHONY L. CAPOBRES-P1 5. JOSELITO A. HALCON- P1 6. MANUEL V. ESTERA- PSDS 7. ALDRIN D. ESTIPONA- P1 8. ROMMEL N. DIESTA- ASP2 9. DENNIS A. MATAVERDE- P1 10. KRISTOFFER R. PURA- P1	Members: 1. ARIEL D. JAO- ASP2 2. JOEL M. JAO- ASP2 3. HILGER O. TARRAYA- HT 1 4. JOLAND L. DELLOMAS- P1 5. IVY JILL H. VALMORES- ASP2



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B.

Task	Name	CLUSTER
Written Test Administration and Interview	FLORENCIO P. BERMUNDO, SGOD Chief	BULAN CLUSTER Venue: Bulan South CS <i>For applicants from Bulan, Matnog and Sta. Magdalena</i>
	ISAIAS A. BERMAS, PSDS	
	CHRISTY R. MAGCAYAN, P-I	
	REX T. BARBIN, EPS	GUBAT CLUSTER Venue: Gubat North CS <i>For applicants from Gubat, Barcelona, Pto. Diaz and Bulusan</i>
	LILIA ZITA A. PURA, OIC-PSDS	
	ALDRIN D. ESTIPONA, P-II	
	JEFF HOWELL I. MAPE, P-I	IROSIN CLUSTER (Irosin CS) <i>For applicants from Irosin, Juban, Casiguran and Magallanes</i>
	FERDINAND E. HAMOR, OIC-PSDS	
	MARIVIC A. AÑONUEVO, ASP-II	
	JOMAR E. ENGUERRA, AO-V	DONSOL CLUSTER (Pilar I CS) <i>For applicants from Donsol, Pilar and Castilla</i>
	EDUARDO A. POLLARCA, PSDS	
	NOEMI M. LUMBAO, P-II	
	WILFREDO J. GAVARRA, ASDS	SORSOGON CLUSTER (Division Office) <i>For applicants from Sorsogon City</i>
	RINA D. DESPUIG, OIC-PSDS	
	LINY B. GREFAL, OIC-PSDS	

C.

Task	Name	Position
Secretariat	Secretariat Head: SHAIRA MAE J. LAS PIÑAS	ADAS-III
	Members: 1. ARCELLE D. MELLA	AO-II



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	2.	MARIA RIZA E. DINO	PDO-II
	3.	JULIE H. HAYAGAN	AO-II
	4.	ALMA F. BERBA	AO-II
	5.	ELLEN P. FRILLES	ADAS-III
	6.	ROWENA NUQUI	ADAS-III
	7.	CHARMAINE ARANI	ADA-I
	8.	JAY GARCIA	ADA-I
	9.	CELESTE JAYLO	ADA-I
	10.	ANDREA DADOR	ADA-I

2. The Timetable for the activity is attached to this Memorandum.
3. The Division HRMPSB shall coordinate with the PSDSs concerned regarding the preparation of the venues for the Written Test and Interview.
4. Expenses relative to the conduct of this activity shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
5. For information, guidance, and compliance.


WILLIAM E. GANDO, CESO VI
Schools Division Superintendent

Reference:

DepEd Order No. 7, s. 2023



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Enclosure No. 01 to Division Memorandum No. 074, s. 2024

TIMELINE OF ACTIVITIES

DATE	PARTICULARS	PERSONS INVOLVED	VENUE/ TIME
April 1, 2024	Meeting of the Sub-Committees for Written Test and Interview	HRMPSB Sub-Committees	Division Office QMS Conference Room 1:00 PM
April 1-5, 2024	Comparative Assessment of Documents	HRMPSB Sub-Committees Secretariat	Division Office 8:00 AM- 5:00 PM
April 8-19, 2024	Administration of the Written Test and Interview	HRMPSB Sub-Committees Secretariat	Identified Venues
April 22- 23, 2024	Review and Finalization of the CAR-RQA	HRMSPB	Division Office
April 24, 2024	Submission of the CAR-RQA to the SDS	HRMO HRMPSB	Division Office
April 25, 2024	Posting of the CAR	HRMO	3 conspicuous places in the Division Office and other modes of posting



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