



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF CALABAYOG CITY

May 2, 2024

**DIVISION MEMORANDUM**

No. 271, s. 2024


**ORIENTATION AND PILOT TESTING OF THE ELECTRONIC APPLICATION PORTAL**

TO: Division Chiefs

Education Program Supervisors  
Section Heads  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
All Concerned

1. In compliance with Division Memorandum No. 206, s. 2024, issued on March 25, 2024, entitled "Recruitment, Evaluation, and Selection for Teacher I Position for School Year 2024-2025" and the implementation of the Division Innovation Project dubbed Project CHRESP (Comprehensive Hiring, Recruitment, and Engaging Selection Process), this office will be conducting an orientation and pilot testing of the online application portal on May 14, 2024, to the identified School-Based Administrative Officers II at the Division Conference Hall, Old Building, at 8:00 a.m.
2. The following are the objectives of this activity:
  - a) Discuss the principles and guidelines of the division innovation project Comprehensive Hiring, Recruitment, and Engaging Selection Process (CHRESP);
  - b) Learn how to use and navigate the online application portal.
  - c) Discuss the roles and responsibilities of the Technical Support Staff in assisting the division Evaluation and Selection Committee (DESC)
3. Enclosed are the names of the School-Based Administrative Officers II, who will serve as the Technical Support Staff for the HRMPSB and the Division Evaluation and Selection Committee.
4. It is requested that all identified School-based Administrative Officers II bring their laptops for the pilot testing of the eApps.
5. For all concerned School-Based Administrative Officers II, this memorandum will serve as their travel authority.
6. Immediate dissemination of and compliance with this Memorandum are desired.



  
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Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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SCHOOL-BASED ADMINISTRATIVE OFFICER II			
	Name of Incumbent	CURRENT POSITION	District
1	Mary Grace Juanerfo Garcia	Administrative Officer II	Calbayog I
2	Hermie Francisco Alcera	Administrative Officer II	Calbayog I
3	Anna Marlo V. Refe	Administrative Officer II	Calbayog I
4	Kaye B. Mejica	Administrative Officer II	Calbayog I
5	Duane Tristan Santiago Callosa	Administrative Officer II	Calbayog I
6	Kristine Guades Malinog	Administrative Officer II	Calbayog II
7	Jennifer Carig Zamora	Administrative Officer II	Calbayog II
8	Dell Christine Villocero Aniban	Administrative Officer II	Calbayog II
9	Rocelle Charisma R. Dianito	Administrative Officer II	Calbayog II
10	Jay-ar John Ong Panoy	Administrative Officer II	Calbayog II
11	Jehra Mae S. Dagami	Administrative Officer II	Calbayog II
12	Mary Jane Toribio Bulan	Administrative Officer II	Calbayog II
13	Kristabel Cabral-Notarte	Administrative Officer II	Calbayog III
14	Sharon Mancol Gozalbo	Administrative Officer II	Calbayog III
15	Ma. Joan Lentejas Tocayon	Administrative Officer II	Calbayog IV
16	Rica Monique Durmiendo Mancol	Administrative Officer II	Calbayog III
17	Mallyn Mirhan Villanueva	Administrative Officer II	Calbayog IV
18	Jucelyn L. Bacalso	Administrative Officer II	Calbayog IV
19	Lorraine Baylon Calong	Administrative Officer II	Calbayog V
20	Leah D. Balane	Administrative Officer II	Calbayog V
21	Warlito Delmiguez Sabanao	Administrative Officer II	Calbayog V
22	Marjun R. Magistrado	Administrative Officer II	Calbayog V
23	Ma. Aleta Yvonne F. Guades	Administrative Officer II	Calbayog V
24	Maria Marites Arangorin Cailo	Administrative Officer II	Calbayog VI
25	Leviresa G. Barniso	Administrative Officer II	Calbayog VI
26	Carla Marie S. Sabañao	Administrative Officer II	Calbayog VI
27	Aiza L. Balawing	Administrative Officer II	Calbayog VI
28	Roxanne J. Rosales	Administrative Officer II	Calbayog VI
29	Mylyn Santiso Cano	Administrative Officer II	Oquendo I
30	Rizalyn M. Marcial	Administrative Officer II	Oquendo I
31	Clarido, Ronnel Domayan	Administrative Officer II	Oquendo III
32	Bangcale, Naomi Talahiban	Administrative Officer II	Oquendo III
33	Giovannie O. Desquizado	Administrative Officer II	Oquendo III
34	Genelyn C. Mancol	Administrative Officer II	Tinambacan I
35	Marchel Picardal	Administrative Officer II	Tinambacan I
36	Therence James Prudenciado	Administrative Officer II	Tinambacan I
37	Alejandro Cagomoc	Administrative Officer II	Tinambacan II
38	Lloyd Martin Marcial	Administrative Officer II	Tinambacan II
39	Randy T. Muñoz	Administrative Officer II	Tinambacan III
40	Joseph Amita	Administrative Officer II	Tinambacan III