



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

December 20, 2024

**DIVISION MEMORANDUM**


No. 669, s. 2024

**ADDENDUM TO THE DIVISION MEMORANDUM NO.655 S. 2024**

**RE: RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) SCHOOL PRINCIPAL III (Senior High), SCHOOL PRINCIPAL I (Elementary), SCHOOL PRINCIPAL I (Secondary), ASST. SCHOOL PRINCIPAL 2 (Senior High), MASTER TEACHER 2 (SECONDARY), MASTER TEACHER 2 (ELEMENTARY), MASTER TEACHER 1 (SECONDARY), ADMINISTRATIVE OFFICER II (HRMOI), ADMINISTRATIVE OFFICER II (Administrative Officer I), Administrative Assistant III (Senior Bookkeeper), ADMINISTRATIVE ASSISTANT II (Disbursing Officer II), ADMINISTRATIVE ASSISTANT II (Clerk IV), ADMINISTRATIVE AIDE VI (Clerk III))**

**To:** Assistant Schools Division Superintendent  
Chief Education Supervisor  
Education Program Supervisors  
Public Schools District Supervisors  
Unit/Section Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This is about Division Memo NO. 655 s. 2024 on the RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) SCHOOL PRINCIPAL III (Senior High), SCHOOL PRINCIPAL I (Elementary), SCHOOL PRINCIPAL I (Secondary), ASST. SCHOOL PRINCIPAL 2 (Senior High), MASTER TEACHER 2 (SECONDARY), MASTER TEACHER 2 (ELEMENTARY), MASTER TEACHER 1 (SECONDARY), ADMINISTRATIVE OFFICER II (HRMOI), ADMINISTRATIVE OFFICER II (Administrative Officer I), Administrative Assistant III (Senior Bookkeeper), ADMINISTRATIVE ASSISTANT II (Disbursing Officer II), ADMINISTRATIVE ASSISTANT II (Clerk IV), ADMINISTRATIVE AIDE VI (Clerk III).
2. This Office hereby informs all applicants who applied for the last Assessment for the positions of Administrative Assistant III (Senior Bookkeeper), ADMINISTRATIVE ASSISTANT II (Disbursing Officer II), ADMINISTRATIVE ASSISTANT II (Clerk IV), ADMINISTRATIVE AIDE VI (Clerk III) may submit a letter of intent to retain their points.
3. All interested applicants may submit their letter of intent on or before December 26, 2024 @12:00 noon only.
4. All other provisions stipulated in the previous Memorandum which are consistent with this issuance shall remain enforced.
5. Immediate dissemination of this Memorandum to all concerned is desired.

  
**MARGARITO A. CABAYONA, JR. PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

