



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

June 16, 2025

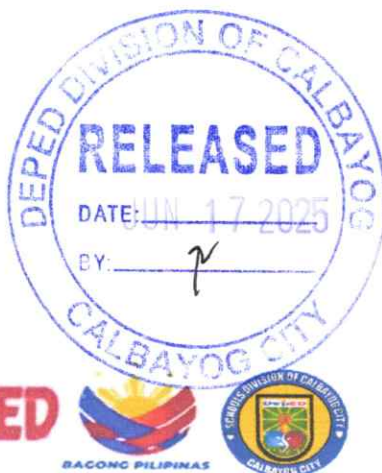
**DIVISION MEMORANDUM**  
No. 251, s. 2025


**ADDENDUM TO THE DIVISION MEMORANDUM NO.289 S. 2025**

**RE: RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) FOR SCHOOL-BASED ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I), ADMINISTRATIVE ASSISTANT II (Clerk IV), ADMINISTRATIVE AIDE IV (Clerk III) POSITIONS**

**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. 289 s. 2025 on the RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) FOR SCHOOL-BASED ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I), ADMINISTRATIVE ASSISTANT II (Clerk IV), ADMINISTRATIVE AIDE IV (Clerk III) POSITIONS.
2. This is to inform all applicants that the RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) FOR SCHOOL-BASED ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I), ADMINISTRATIVE ASSISTANT II (Clerk IV), ADMINISTRATIVE AIDE IV (Clerk III) POSITIONS using the E-apps is now available at the Project CHRESP Webpage. Applicants are advised to register online through Project CHRESP using the following URL: [https://bit.ly/CHRESP\\_Calbayog](https://bit.ly/CHRESP_Calbayog).
3. All applicants who have submitted their application folder to the Personnel Section before the release of this Addendum may retrieve their folders as soon as possible. Only those applicants who successfully register and upload the Accomplished E-apps in the link will be considered official applicants. Please resubmit your application folder to the Personnel Section, and attach the printout of the system-generated Individual Evaluation Sheet, Omnibus Sworn Statement, and Review Stub.
4. All other provisions stipulated in the previous Memorandum that are consistent with this issuance shall remain enforced.
5. Immediate dissemination of this Memorandum is desired.



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



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