



Republic of the Philippines

Department of Education

REGION VIII

SCHOOLS DIVISION OF CALBAYOG CITY
P2, Calbayog City Division, Calbayog City, Samar

DIVISION MEMORANDUM

No. 267, s. 2025

TO: Division Chiefs
Education Program Supervisors
Section Heads
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Concerned

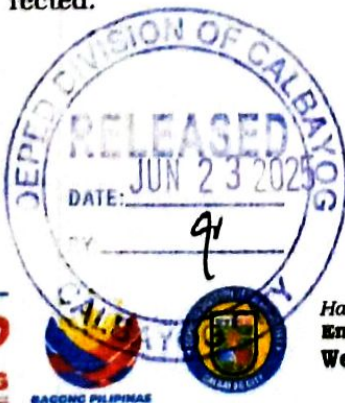
SUBJECT: **CONDUCT OF ORIENTATION AND INITIAL EVALUATION OF SCHOOL-BASED ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I), ADMINISTRATIVE ASSISTANT II (CLERK IV), ADMINISTRATIVE AIDE IV (CLERK II) POSITIONS BY THE SCHOOL-BASED ADMINISTRATIVE OFFICER II AS SCHOOL SCREENING COMMITTEE**


DATE: JUNE 23, 2025

1. In compliance with the Division Memorandum No. 239 s. 2025, issued on June 2, 2025, entitled **"RECRUITMENT, AND APPOINTMENT (RSA) FOR THE SCHOOL-BASED ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I), ADMINISTRATIVE ASSISTANT II (CLERK IV), ADMINISTRATIVE AIDE IV (CLERK II) POSITIONS** and the implementation of the **Project CHRESP (Comprehensive Hiring, Recruitment, and Engaging Selection Process)**, this office informs all concerned School-Based Administrative Officer II of the schedule of the Conduct of Initial Evaluation of the applicants to wit:

June 23, 2025	-Orientation of Applicants @10:00am at the Division Conference, Old Building
June 23-26, 2025	-Initial Evaluation of the application of Administrative Officer II, Administrative Assistant II (Clerk IV), Administrative Aide IV applicants

2. Enclosed are the names of the School-Based Administrative Officer II who will attend the Orientation and the Initial Evaluation. Attendance at the meeting is mandatory.
3. This Memorandum will serve as the Travel authority.
4. Immediate dissemination and strict compliance with this Memorandum are directed.



For: 
MARGARITO S. CADAYONA, JR., PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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ANNEX 1.0

	SCHOOL-BASED ADMINISTRATIVE OFFICER II	
1	Mary Grace Cailo	
2	Marilyn Villanueva	
3	Ma. Edelaine A. Sanchez	
4	John Roy B. Talahiban	
5	Ravir N. Castillo	
6	Dave Mark Celum	
7	Jomarton Ladag	
8	Dristel Abanilla	
9	Giovannie O. Desquitado	
10	Joel A. Gensis	
11	Lindsay Jules Yauder	
12	Angelica Mae Comota	
13	Joseph Amita	
14	Ma. Joan Tocayon	
15	Sharon Mancol Gonzalbo	
16	Jennifer Z. Prudenciado	
17	Warlito D. Sabafao	