



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
OSDS-2025-0086

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEF EDUCATION SUPERVISOR- CID  
DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD  
ALL OTHERS CONCERNED

Subject: CONDUCT OF INITIAL EVALUATION OF APPLICATION DOCUMENTS FOR  
ADMINISTRATIVE OFFICER II VACANT POSITIONS

Date: MAY 26, 2025

In view of the scheduled conduct of the initial evaluation of application documents for Administrative Officer II vacant positions, at the Division Office, members of the Division **Human Resource Merit Promotion and Selection Board (HRMPSB)** including **Division HRMPSB Sub-committees** (as identified in Enclosure No. 1), are hereby informed of their required attendance and facilitation of the said activity.

The initial evaluation of application documents shall be guided by DepEd Order No. 007, s 2023:

- Non-Teaching positions: *Enclosure No. 5 to DepEd Order No. 007, s. 2023*

Expenses incurred in connection with this activity shall be subject to the availability of funds and in accordance with existing rules and regulations on allowable expenses for government personnel.

This issuance is for the information and guidance of all concerned.

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent:

**ROSALINDA N. DIONIO**  
Administrative Officer V



PER/rbg

Fn: Conduct of Initial Evaluation of Application Documents for Administrative Officer II vacant positions



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**Enclosure No. 1**

Applications for Evaluation	Sub-Committees	Date
Administrative Officer II	ANALYN C. ALDAY MARY GRACE B. BAJADE JOANNA MARI C. BORBON LORELYN P. DEPRA RENE ROSE C. DURBAN NATHANIEL JR. B. INUTAN JONA MAE O. LOREJO JEAN ROSE N. VALIENTE	May 27-30, 2025

