



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2025-0181

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

Subject: CONDUCT OF INITIAL EVALUATION OF APPLICATION DOCUMENTS FOR
NON-TEACHING VACANT POSITIONS

Date: September 02, 2025

In view of the scheduled conduct of the initial evaluation of application documents for Non-Teaching 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

Enclosure No. 1: Division HRMPSB Sub-Committees

PER/nbi

Fr: CONDUCT OF INITIAL EVALUATION OF APPLICATION
DOCUMENTS FOR NON-TEACHING VACANT POSITIONS

Enclosure No. 1 to Division Memorandum OSDS-2025-0181

Division HRMPSB Sub-Committees

Applications for Evaluation	Sub-Committees	Date
Administrative Officer II	ANALYN C. ALDAY JOANNA MARI C. BORBON LORELYN P. DEPRA RENE ROSE C. DURBAN NATHANIEL JR. B. INUTAN JONA MAE O. LOREJO JEAN ROSE N. VALIENTE LYNDEE M. SAGARAL RICA LAY VERONICA FLORES IRISH S. TAUTHO ROMA Q. BERJA STEPHANIE GRACE R. ANAYO JOVANNY P. DOROTAN	September 04, 2025