



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Division Memorandum
No. 415 s. 2025

EVALUATION OF ADMINISTRATIVE OFFICER I APPLICANTS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
School Heads of Public Elementary and Secondary Schools
All Others Concerned

1. Per Advisory No. 16, s. 2025, titled Announcement of Vacancy of Administrative Officer I, the Human Resource Merit Personnel Selection Board is directed to evaluate the application papers of the applicants.
2. To facilitate and fast track the evaluation of the applicants, two (2) Administrative Officer II from the field are hereby directed to assist the HRMP SB with initial screening, document verification, evaluation and consolidation of applicant's qualification in compliance with DO 7, s. 2023.

Name	School	Schedule
Jessa Mae Piano	Cabaroan-Cabalangegan ES	July 3, 2025 (PM Only) July 4 & 7, 2025, 8:00-5:00 PM
Gloaida Reclusado	Jose Singson Elementary School	July 3, 2025 (PM only) July 4 & 7, 2025, 8:00-5:00 PM

3. This serves as Locator Slip for all concerned personnel.
4. Immediate dissemination of this memorandum is desired.



Annie D. Eda Cesosa
VILMA D. EDA CESO V
Schools Division Superintendent



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