



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

22 DEC 2022


DIVISION MEMORANDUM

No. 964, s. 2022

**SCHEDULE FOR ORIENTATION, VALIDATION OF DOCUMENTS AND INTERVIEW  
OF APPLICANTS FOR THE POSITIONS OF ADMINISTRATIVE ASSISTANT II**

TO: OIC – Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors/District-In-Charge  
Public Elem./Secondary Schools Administrators  
Teaching/Non-Teaching Personnel  
All Concerned

1. All applicants for the positions of Administrative Assistant II are hereby informed of the schedule for orientation, validation of documents and interview on December 28, 2022 (8:30 A.M.), Wednesday, at the Division Office Conference Room. *(Please see attached names of applicants)*
2. Applicants are required to bring with them the original copies of the submitted documents:
  - Service Record/Certificate of Employment
  - Official Transcript of Records/Certificate of CAR
  - Certificate of Trainings/Seminars/Scholarship Grant Attended
  - Certificate of Eligibility
  - Latest approved Performance Rating (for the last 3 years)
  - Outstanding Accomplishments
3. It is desired that this Memorandum be disseminated to concerned applicants.

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

12/21/22

Incl: As stated.

SPP/NLR-MKP-JMA/AdS/LBY/maryann  
December 21, 2022



**Address:**Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:**(035)225-2838 / 225-2376 / 422-7644  
**Email Address:**negros.oriental@deped.gov.ph

**ADMINISTRATIVE ASSISTANT II APPLICANTS**

<b>No.</b>	<b>Name</b>	<b>Address</b>
1	Bantoto, Arlene D.	Masaplod Norte, Dauin
2	Cornelia, Nickarter A.	Amio, Sta. Catalina
3	Currell, Junica Stephanie N.	Brgy.7, Tanjay
4	Dales, Leoantruvic C.	Poblacion, Sta. Catalina
5	Dalleda, Renfred A.	Siaton, Negros Oriental
6	Edrea, Maridel L.	Inalad, Siaton
7	Enolpe, Gemma E.	Poblacion, Zamboanguita
8	Enquig, Orland Marc D.	Bajumpandan, Dgte. City
9	Felicer, Echel E.	Mantiquil, Siaton
10	Gerangaya, Sheena K.	Brgy. 3, Siaton
11	Gravador, Cheryl P.	Caranoche, Sta. Catalina
12	Juanillo, Angelyn A,	Poblacion 2, Siaton
13	Jumalon, Candido C.	Mantiquil, Siaton
14	Kitane, Nathan Earl	Caranoche, Sta. Catalina
15	Lagrama, Lendy O.	Bonawon, Siaton
16	Loreto, Adrian I.	Balayagmanok, Valencia
17	Luyas, Juana M.	Sto. Rosario, Sta. Catalina
18	Montecino, Aileen	Tiguib, Ayungon
19	Paco, Melgie G.	Buenavista, Sta. Catalina
20	Pino, Eva Mae G.	Poblacion, Mabinay
21	Quio, Venus B.	Casalaan, Siaton
22	Reverente, Inah P.	Amio, Sta. Catalina
23	Roldan, Ana Marie M.	San Miguel, Bacong
24	Rosales, Joan A.	Cawitan, Sta. Catalina
25	Serencio, Hermosilia J.	Santander, Cebu
26	Sincero, Yamamina S.	Sta. Agueda, Pamplona
27	Tinambacan, Jimary J.	Salag, Siaton
28	Tuble, Lyka V.	Masaplod Norte, Dauin
29	Unabia, Mary Jean M.	Caranoche, Sta. Catalina
30	Virtudes, Rhea Q.	Omanod, Sta. Catalina
31	Yape, Alona R.	Cawitan, Sta. Catalina