



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

April 28, 2025

DIVISION MEMORANDUM

NO. 246 s. 2025

**SCHEDULE OF INTERVIEW, WRITTEN EXAMINATION AND SKILLS TEST OF
APPLICANTS FOR ADMINISTRATIVE ASSISTANT II & ADMINISTRATIVE AIDE VI**

To: Assistant Schools Division Superintendent
Chief, CID
Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principal/TIC
All Others Concerned
This Division

1. Pursuant to Division Memorandum No. 215 s, 2025, the Schools Division of Dapitan City through the Human Resource Merit, Promotion and Selection Board (HRMPSB) will conduct the interview, written examination, and skills test of applicants for **Administrative Assistant II & Administrative Aide VI** as follows:

Position	Activity	Date	Time	Venue
Administrative Assistant II & Administrative Aide VI	Written Exam & Skills Test	April 30, 2025	8:30 pm - 12:00 pm	SDO Dapitan City Conference Hall
	Interview	April 30, 2025	1:30 pm - 5:00 pm	ASDS Office

2. For guidance and dissemination.

FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

