



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

Office of the Schools Division Superintendent

May 30, 2025

DIVISION MEMORANDUM
NO. 294 s. 2025

SCHEDULE OF INTERVIEW, WRITTEN EXAMINATION AND SKILLS TEST OF
APPLICANTS FOR ADMINISTRATIVE OFFICER II

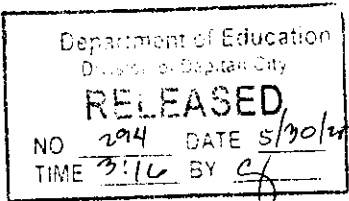
To: Assistant Schools Division Superintendent
Chief, CID
Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principal/TIC
All Others Concerned
This Division

1. Pursuant to Division Memorandum No. 272 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 Officer II as follows:

Position	Activity	Date	Time	Venue
Administrative Officer II	Written Exam & Skills Test	June 3, 2025 (Batch 1) & June 4, 2025 (Batch 2)	8:30 am - 12:00 pm	SDO Dapitan City Conference Hall
	Interview	June 3, 2025 (Batch 1) & June 4, 2025 (Batch 2)	1:30 pm - 5:00 pm	ASDS Office

2. Applicants are advised to check their emails for their unique Application Code and to see on which scheduled date they will take the Exam and interview.
3. For guidance and dissemination.

For the Schools Division Superintendent:



VICENTE JOSE V. SUAREZ II
Chief Education Supervisor, CID
Officer-in-Charge
Office Schools Division Superintendent