



July 8, 2019

DIVISION MEMORANDUM

No. 401, s. 2019

SCHEDULE FOR VALIDATION OF DOCUMENTS AND INTERVIEW OF APPLICANTS FOR THE POSITION OF ADMINISTRATIVE ASSISTANT II, ADMINISTRATIVE ASSISTANT III, ADMINISTRATIVE AIDE VI and MEDICAL OFFICER III

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

1. All applicants for the positions of **Administrative Assistant II, Administrative Assistant III, Administrative Aide VI** and **Medical Officer III** are hereby informed of the following schedules for validation of the required documents and interviews to be held at the **Division Office Conference Room to start at 9:00 a.m.:**

Position	Schedule	
	Validation	Interview
• Administrative Assistant II	July 15-16, 2019	July 18, 2019
• Administrative Assistant III	July 17, 2019	July 18, 2019
• Administrative Aide VI	July 19, 2019	July 19, 2019
• Medical Officer III	July 19, 2019	July 19, 2019

(Please see attached names of applicants)

2. They are also required to bring with them the **original copies** of the following **submitted documents:**

- Certificate of Eligibility
- Official Transcript of Records
- Certificate of trainings/seminars/scholarship grant attended
- Outstanding/Meritorious accomplishments
- Performance Rating (3 rating periods)
- Service Record/Certificate of Employment

3. It is desired that this Memorandum be disseminated to concerned applicants.

WILFREDA D. BONGALOS, Ph.D., CESO V
 Schools Division Superintendent

WDB/lby/jc

09 JUL 2019

**LIST OF APPLICANTS FOR ADMINISTRATIVE ASSISTANT III
(SENIOR BOOKKEEPER)**

Schedule: July 17, 2019

NO.	NAME OF APPLICANT	ADDRESS
1	Abellar, Maresthel D.	Cangmating, Sibulan
2	Abuyabor, Cherry N.	Okiot, Bais City
3	Academia, Rachele Mae L.	Poblacion, Manjuyod
4	Alampay, Yorica A.	Maluay, Zamboanguita
5	Aldenese, Sheila T.	Tunga-tunga, Dauin
6	Alforque, Carlisle June J.	Lazi, Siquijor
7	Almada, Angelo O.	Bantayan, Dumaguete City
8	Arbolado, Vince Aries P.	Brgy. 1, Siaton
9	Aurea, Dodee Lou A.	Maayongtubig, Dauin
10	Baladjay, Dialcc Flor D.	Panubigan, Canlaon City
11	Bancairen, Yoradyl E.	Tubtubon, Sibulan
12	Bandojo, Jed M.	Bajumpandan, Dumaguete City
13	Baniga, Charla Q.	Poblacion 3, Dauin
14	Barellano, Lyn T.	Maslog, Sibulan
15	Bartoces, Hanalyn T.	Lunga, Valencia
16	Bellosillo, Leovie M.	Brgy. 1, Bais City
17	Bergado, Marie Roselie L.	Maluay, Zamboanguita
18	Bernadez, Charlotte Joan L.	Batinguel, Dumaguete City
19	Bucio, Quennie B.	Pulantubig, Dumaguete City
20	Calibat, Ana Lee G.	Bolocboloc, Sibulan
21	Calingacion, Miccah E.	Dauin
22	Calumpang, Dafodel M.	Mag-abo, Amlan
23	Canobas, Cresilda M.	Taclobo, Dumaguete City
24	Caro, Severo	Junob, Dumaguete City
25	Cartagena, Dionesia S.	Panubigan, Canlaon City
26	Cordura, Flora Mae D.	Banilad, Dumaguete City
27	Deciar, Christal Catherine T.	Poblacion, Sibulan
28	Deciar, Mildred P.	Bolocboloc, Sibulan
29	Delvo, Sophia T.	Tunga-tunga, Dauin
30	Diaz, Romy A.	Poblacion 1, Dauin
31	Ege, Jannah Jhayne C.	Sumaliring, Siaton
32	Esturas, Karen Cate M.	Bolocboloc, Sibulan
33	Ferrer, Jorgielyn R.	Masaplod Sur, Dauin
34	Ferrolino, Sheryl Mae D.	Brgy. 3, Siaton
35	Gadiana, Jezille C.	Albiga, Siaton
36	Gadingan, Matet B.	Balugo, Dumaguete City
37	Girasol, An-ji S.	Bolocboloc, Sibulan
38	Guarin, Hyacinth C.	Campaclan, Sibulan
39	Herrera, Clarise E.	Balugo, Sibulan
40	Inguito, Jee Liza T.	San Miguel, Bacong

Schedule: July 17, 2019

NO.	NAME OF APPLICANT	ADDRESS
41	Jabel, Mirylou V.	Bantayan, Dumaguete City
42	Kadusale, Ronnie A.	Tupas, Manjuyod
43	Katada, Razel B.	Talay, Dumaguete City
44	Lasola, Ariza Chiara F.	Bantayan, Dumaguete City
45	Laspiñas, Rhealy E.	Buntod, Bacong
46	Liva, Flora Mae C.	Bayog, Canlaon City
47	Lobrido, Anthony Rey D.	Taclobo, Dumaguete City
48	Lomotos, Mark Kevin G.	San Antonio, Sibulan
49	Los Baños, Teresita C.	Camanjac, Dumaguete City
50	Macahilos, Merry Rose G.	Amio, Sta. Catalina
51	Macias, Crizza Marie K.	Poblacion 3, Siaton
52	Marana, Mary Mae L.	Tanjay City
53	Mecla, Sushila G.	Camanjac, Dumaguete City
54	Mondejar, Elizabeth T.	Malaunay, Valencia
55	Mongcopa, Daisymi A.	Calindagan, Dumaguete City
56	Ogabang, Ivy Rose A.	Talay, Dumaguete City
57	Ojales, Jeferson M.	East Balabag, Valencia
58	Omnos, Dianne Eve C.	Liptong, Valencia
59	Pada, Clenton T.	Magatas, Sibulan
60	Padagdag, Janine A.	Lipayo, Dauin
61	Partosa, Claire Marie B.	Maayongtubig, Dauin
62	Pasajingue, Mary Jean K.	Siaton
63	Penig, John Mark T.	Cambaguio, Bais City
64	Pileo, Leah A.	Butong, Manjuyod
65	Porlares, Donna Marie S.	Biñohan, Bais City
66	Pricillas, Rechel E.	Talay, Dumaguete City
67	Quiliope, Elgie R.	Pantao, Mabinay
68	Quillano, Nercy May B.	Tambulan, Tayasan
69	Quinicot, Maria Theresa C.	Taclobo, Dumaguete City
70	Quitoy, Hyacinth Mae T.	Lunga, Valencia
71	Raagas, Jan Kim N.	Mag-abo, Amlan
72	Radones, Tiffany P.	Taclobo, Dumaguete City
73	Retes, Michael O.	Piapi, Dumaguete City
74	Roldan, Ana Marie M.	San Miguel, Bacong
75	Rubio, J Chrissa D.	Brgy. 1, Siaton
76	Saldivar, May Ann P.	Cangmating, Sibulan
77	Salcedo, Regine F.	Batinguel, Dumaguete City
78	Samson, Rochella Mitoni	Buñao, Dumaguete City
79	Sarano, Angelica S.	Combado, Bacong
80	Saycon, Dianara	Tanjay City
81	Silorio, Charlene S.	Tambojangin, Amlan
82	Solamillo, Cherrie A.	Doldol, Bacong
83	Tabal, Ma. Victoria M.	Sacsac, Bacong

Schedule: July 17, 2019

NO.	NAME OF APPLICANT	ADDRESS
84	Tabaloc, Marinel D.	Sacsac, Bacong
85	Taoltaol, Luzveminda T.	Timbao, Bacong
86	Teves, Regine Faith E.	Bagacay, Dumaguete City
87	Timonan, Marielle V.	Mangnao, Dumaguete City
88	Tinguban, Angie Mae I.	Maloh, Siaton
89	Tual, Nila T.	Mag-aso, Dauin
90	Tuangco, Honey Shane A.	Bunga, Dauin
91	Tubosa, Mikee Geralyn C.	Masaplod Sur, Dauin
92	Ubag, Manilyn M.	Bongbong, Valencia
93	Umbac, Jay T.	Bagacay, Dumaguete City
94	Velasco, Reyna Lyn A.	Si-it, Siaton
95	Vendiola, Rodrigo C.	S. Poblacion, Bacong
96	Villanea, Elmer K.	Canaway, Siaton
97	Villegas, Julien V.	Malaunay, Valencia

**LIST OF APPLICANTS FOR ADMINISTRATIVE ASSISTANT II
(DISBURSING OFFICER)**

Schedule: July 15, 2019

NO.	NAME OF APPLICANT	ADDRESS
1	Abanto, Ezachar A.	Ayungon
2	Abellar, Maresthel D.	Cangmating, Sibulan
3	Abrasaldo, Roselyn Mae M.	Nagbalaye, Sta. Catalina
4	Abunin, Ruel L.	Poblacion, Tayasan
5	Abuyabor, Cherry N.	Bais City
6	Academia, Rachele Mae L.	Rizal St., Pob., Manjuyod
7	Ada, Rico S.	Maluay, Zamboanguita
8	Alampay, Yorica A.	Maluay, Zamboanguita
9	Aldenese, Sheila T.	Tunga-tunga, Dauin
10	Alforque, Carlisle Junc J.	Lazi, Siquijor
11	Alonzo, Abel	Siaton
12	Amamag, Eduard A.	Poblacion, Bindoy
13	Amante, Kathlenn G.	Masulog, Canlaon City
14	Amatorio, Shiela Mae M.	Martilo, La Libertad
15	Amper, Vanessa L.	Talungon, Bais City
16	Apura, Cerelina A.	Taclobo, Dumaguete City
17	Arevalo, Kirstine E.	Glad Highway, Bais City
18	Aviso, Rodel E.	Mambaid, Jimalalud
19	Bais, Irish Jill T.	Colon Ext., Dumaguete City
20	Baladjay, Diale Flor D.	Panubigan, Canlaon City
21	Baldomar, Lida G.	Cambaguio, Bais City
22	Bancairen, Yoradyl E.	Tubtubon, Sibulan
23	Barrera, Emeritos M.	Poblacion, Tayasan
24	Barte, Mark August D.	Poblacion, Zamboanguita
25	Bartoces, Hanalyn T.	Lunga, Valencia
26	Bellosillo, Leovie M.	Brgy. 1, Bais City
27	Bergado, Marie Roselie L.	Maluay, Zamboanguita
28	Briones, Jay T.	San Miguel, Bacong
29	Bucio, Quennie B.	Pulantubig, Dumaguete City
30	Bucol, Jemelyn C.	Najandig, Zamboanguita
31	Cabano, Amy Lynn G.	Bolocboloc, Sibulan
32	Cacas, Rowina T.	Bolisong, Manjuyod
33	Calentig, Judilly M.	San Antonio, Sibulan
34	Calumpang, Dafodel M.	Mag-abo, Amlan
35	Cartagena, Dionesia S.	Panubigan, Canlaon City

Schedule: July 15, 2019

NO.	NAME OF APPLICANT	ADDRESS
36	Casimiro, Catherine E.	Albiga, Siaton
37	Catacutan, April Rose K.	Sundo-an, Manjuyod
38	Ceriales, Justine Jane B.	Candau-ay, Dumaguete City
39	Ceriales, Lovely Rose P.	Bajumpandan, Dumaguete City
40	Cordura, Flora Mae D.	Banilad, Dumaguete City
41	Corsame, Kris Roxan R.	Mantuyop, Siaton
42	Cuevas, Melissa F.	Poblacion, Zamboanguita
43	Dago-oc, Marneli C.	Pulantubig, Dumaguete City
44	De Los Reyes, Ma. Louise Daphne L.	Taclobo, Dumaguete City
45	Deimos, Anaflor C.	Atabay, Ayungon
46	Dela Liña, Maily H.	East Balabag, Valencia
47	Deleña, Rufy D.	Lipayo, Dauin
48	Delos Reyes, Hamizah S.	Camanjac, Dumaguete City
49	Diaz, Romy A.	Poblacion 1, Dauin
50	Diaz, Villcel M.	Maloh, Siaton
51	Diwa, Amabel Lee J.	S. Junob, Dumaguete City
52	Duran, Rina A.	Bantayan, Dumaguete City
53	Dy, Lady Janellee R.	Poblacion, Bindoy
54	Ebora, Kurt Russel G.	Brgy. 1, Tanjay City
55	Ege, Jannah Jhayne C.	Sumaliring, Siaton
56	Ejan, Annalou R.	Silab, Amlan
57	Elnar, Jon Kirby B.	Poblacion, Zamboanguita
58	Estrabela, Jovie Mae G.	N. Poblacion, Jimalalud
59	Estrada, Leah C.	East Balabag, Valencia
60	Estrada, Vida E.	Tabuc-tubig, Dumaguete City
61	Ferrolino, Sheryl Mae D.	Siaton
62	Gadiana, Jezille C.	Albiga, Siaton
63	Gadingan, Matet B.	Balugo, Dumaguete City
64	Gorecho, Jose Milan A.	Mabinay
65	Humang-it, Joseph C.	Cadawinonan, Dumaguete City
66	Inguito, Jee Liza	Siquijor
67	Jainar, Hanzel C.	Matuog, Tayasan
68	Janayan, Roseben	Poblacion, Zamboanguita
69	Kabristante, Ian B.	Malaga, Bindoy
70	Kadusale, Juanito Jr.	Isugan, Bacong
71	Kadusale, Ronnie A.	Tupas, Manjuyod
72	Katada, Razel B.	Talay, Dumaguete City
73	Lalamonan, Kaye C.	Poblacion, Sta. Catalina
74	Larona, Ma. Fe G.	Mabigo, Canlaon City
75	Lasola, Ariza Chiara F.	Bantayan, Dumaguete City

Schedule: July 16, 2019

NO.	NAME OF APPLICANT	ADDRESS
76	Lazaga, Shien E.	Poblacion, Zamboanguita
77	Liva, Flora Mae C.	Bayog, Canlaon City
78	Lomotos, Mark Kevin G.	San Antonio, Sibulan
79	Lozada, Mary Grace C.	Cabugan, Bindoy
80	Luba, Jinky C.	La Paz, Bais City
81	Mangroban, Josephine Elvie R.	Malaunay, Valencia
82	Mecla, Sushiila G.	Camanjac, Dumaguete City
83	Mondejar, Elizabeth T.	Malaunay, Valencia
84	Morales, Mel Fernan C.	Bong-ao, Valencia
85	Ogabang, Ivy Rose A.	Talay, Dumaguete City
86	Pacion, Jazlyn L.	Combado, Bacong
87	Pada, Clenton T.	Magatas, Sibulan
88	Padagdag, Janine A.	Lipayo, Dauin
89	Partosa, Claire Marie B.	Maayongtubig, Dauin
90	Pasibog, Joebert O.	Bucalan, Canlaon City
91	Patong, Chelpran E.	Candau-ay, Dumaguete City
92	Patricio, Shannen S.	Binalbagan, Canlaon City
93	Patula, Cristine Mae O.	N. Junob, Dumaguete City
94	Peñonal, Lovely Rose	Bajumpandan, Dumaguete City
95	Pepito, Richell Joy V.	Lower Batinguel, Dumaguete City
96	Peranco, Precious S.	Inapoy, Mabinay
97	Peras, Ma. Felisa M.	Poblacion, Mabinay
98	Pileo, Leah A.	Butong, Manjuyod
99	Ponce, Roi Vincent A.	Aglipay St., Pob., Manjuyod
100	Porlares, Donna Marie S.	Bais City
101	Pricillas, Rechel E.	Talay, Dumaguete City
102	Quillano, Nercy May B.	Tambulan, Tayasan
103	Quinicot, Maria Theresa C.	Balsa II, Siaton
104	Quitoy, Hyacinth Mae T.	Lunga, Valencia
105	Raagas, Jan Kim N.	Mag-abo, Amlan
106	Rabor, Sherie Mae C.	Mag-abo, Amlan
107	Radones, Tiffany P.	Maloh, Siaton
108	Regalado, Bebelyn T.	Dauin
109	Rendal, Florence Q.	Matuog, Tayasan
110	Requina, Nonnet C.	Tandayag, Amlan

Schedule: July 16, 2019

NO.	NAME OF APPLICANT	ADDRESS
111	Retes, Michael O.	Lumapao, Canlaon City
112	Rivera, Allan	Valencia
113	Rodriguez, Lemuel R.	L. Batinguel, Dumaguete City
114	Rubio, J Chrissa D.	Siaton
115	Rusiana, Lyndo D.	Arebasore, Mabinay
116	Sarono, Angelica S.	Combado, Bacong
117	Saycon, Dianara	Brgy. 9 Opao, Tanjay City
118	Sienes, Girlie Risa	Tapon Norte, San Jose
119	Siquijor, Wella Mae B.	Mantuyop, Siaton
120	Sobrebiga, Joseph C.	Cawitan, Sta. Catalina
121	Solamillo, Cherrie A.	Doldol, Bacong
122	Sugabo, Gemma L.	Batinguel, Dumaguete City
123	Sumayang, Christian A.	Mayabon, Zamboanguita
124	Sunico, Johnpaulie O.	Jugno, Amlan
125	Sy, Tricia Mae O.	Bong-ao, Valencia
126	Tabal, Ma. Victoria M.	Sacsac, Bacong
127	Tagubilin, Christine V.	Inapoy, Mabinay
128	Taoltaol, Luzveminda T.	Timbao, Bacong
129	Timonan, Marielle V.	Mangnao, Dumaguete City
130	Tingson, Jeffrey A.	Tadlong, Mabinay
131	Tinguban, Angie Mae I.	Maloh, Siaton
132	Tubio, Luciana	Zamboanguita
133	Tubosa, Mikee Geralyn C.	Masaplod Sur, Dauin
134	Tuisa, Elmer A.	Cangmating, Sibulan
135	Ubag, Manilyn M.	Bongbong, Valencia
136	Utlang, Eligio Jr. J.	Brgy. 2, Bais City
137	Vailoces, Diosie L.	Bindoy
138	Valdez, Julien I.	Bongbong, Valencia
139	Velardo, Faith	Sra. Ascion, San Jose
140	Velasco, Reyna Lyn A.	Si-it, Siaton
141	Villa, Ana T.	Balayagmanok, Valencia
142	Villaflores, Anjely O.	Daro, Dumaguete City
143	Villegas, Lenibel S.	Silab, Amlan
144	Vincoy, Fleurdeliz S.	Tandayag, Amlan
145	Zamora, Precy Marie A.	Sundo-an, Manjuyod
146	Zerna, Maysheil R.	Mag-abo, Amlan
147	Catan, Renar Ann M.	Basac, Zamboanguita
148	Fermiza, Jason A.	Agan-an, Sibulan
149	Badon, Marx Lee T.	Brgy. 2, Siaton

LIST OF APPLICANTS FOR MEDICAL OFFICER III

Schedule: July 19, 2019

NO.	NAME OF APPLICANT	ADDRESS
1	de la Cruz, Karina Louise B.	Bantayan, Dumaguete City
2	Alcoran, Gil Aurus J.	Tabuc-tubig, Dumaguete City
3	Cadayday, Tara Dawn N.	Poblacion, Mabinay

LIST OF APPLICANTS FOR ADMINISTRATIVE AIDE VI

Schedule: July 19, 2019

NO.	NAME OF APPLICANT	ADDRESS
1	Abrio, Margie B.	Tubtubon, Sibulan
2	Acaylar, Christine V.	Daro, Dumaguete City
3	Amper, Vanessa L.	Talungon, Bais City
4	Andagan, Rosalyn S.	Cadawinonan, Dumaguete City
5	Avenido, Geevie O.	Bais City
6	Banot, Djon David C.	Bong-ao, Valencia
7	Belono-ac, Jay Ann O.	Misamis Occidental
8	Bendijo, Angel Dane B.	Bolisong, Manjuyod
9	Cadinas, Roy	Tanjay City
10	Canoy, Catherine G.	Narra, Bayawan City
11	Coyoca, Jeanette O.	Taclobo, Dumaguete City
12	Deleña, Rufy D.	Lipayo, Dauin
13	Denapo, Irene B.	Tiguib, Ayungon
14	Dique, Albert Nico J.	Cebu City
15	Duran, Rina A.	Bantayan, Dumaguete City
16	Forinas, Rona May A.	Tugas, Tanjay City
17	Gabotero, Lorraine N.	Brgy. 2, Tanjay City
18	Hernando, Zoe P.	Taclobo, Dumaguete City
19	Kisay, Jojo E.	Siaton
20	Lalic, Cristita R.	Canaway, Siaton
21	Manlucot, Romeo Sychem R.	Jilocon, San Jose
22	Moleño, Greg Christopher M.	Caranoche, Sta. Catalina
23	Napao, Rodiza A.	San Miguel, Sta. Catalina
24	Ollena, Nelmar Angelo L.	Ajong, Sibulan
25	Paalan, Mauricio	Cangmating, Sibulan
26	Picardal, Freshstille Rose Dianne B.	Maslog, Sibulan
27	Quisel, Rizza Mae	Daro, Dumaguete City
28	Radoc, Gellian E.	San Antonio, Sibulan
29	Regalado, Bebelyn T.	Dauin
30	Rodriguez, Lemuel R.	Batinguel, Dumaguete City
31	Saguran, Emmaida B.	Brgy. 9, Tanjay City
32	Solamillo, Gilbert B.	Bajumpandan, Dumaguete City
33	Tubio, Luciana E.	Poblacion, Zamboanguita
34	Tubosa, Mikee Geralyn C.	Masaplod Sur, Dauin
35	Ubag, Manilyn M.	Bongbong, Valencia
36	Villaflores, Anjely O.	Daro, Dumaguete City
37	Villaflores, Mylaine F.	Brgy. 6, Tanjay City