



**RELEASED**

January 24, 2022

**DIVISION MEMORANDUM**  
No. 20, s. 2022

LATE: 1/24/22 3:00 P.M.

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 016 S. 2022 RE: CONDUCT OF SELECTION FOR HEAD TEACHER I (SECONDARY), PRINCIPAL II (SECONDARY), ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER), ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II), CHIEF EDUCATION PROGRAM SUPERVISOR AND SENIOR EDUCATION PROGRAM SPECIALIST POSITIONS**

To: Chief Education Supervisors (CID and SGOD)  
Personnel Selection Committee  
Public Elementary and Secondary School Heads  
This Division

1. Relative to the Memorandum No. 016, s. 2022, the previous schedule of the face-to-face interview for Head Teacher I (Secondary), Principal II (Secondary), Administrative Assistant III (Senior Bookkeeper), Administrative Assistant II (Disbursing Officer II), Chief Education Program Supervisor and Senior Education Program Specialist positions is cancelled due to the Regional Management Committee Meeting that the HRMPSB Chairperson has to attend, the following are the given new schedule for guidance of all aspirant applicants.

Positions	Schedule for Interview	Schedule For Documents Assessment
Administrative Assistant II (Disbursing Officer II)	Jan. 24, 2022 @ 9:00 am-11:30 Am <a href="https://meet.google.com/qdw-dnef-rqk">meet.google.com/qdw-dnef-rqk</a>	Jan. 27, 2022 @ 9:00 am-10:30 am
Administrative Assistant III (Senior Bookkeeper)		
Head Teacher I (Secondary)	Jan. 24, 2022 @ 1:30 pm-3:00 pm <a href="https://meet.google.com/ujo-xuoi-exq">meet.google.com/ujo-xuoi-exq</a>	Jan. 27, 2022 @ 10:30 am-02:30 pm
Principal II (Secondary)	Jan. 24, 2022 @ 3:00 pm-3:30 pm <a href="https://meet.google.com/mgg-qfdh-ymo">meet.google.com/mgg-qfdh-ymo</a>	Jan. 27, 2022 @ 02:30 pm-03:00 pm
Senior Education Program Specialist	Jan. 24, 2022 @ 3:30 pm-4:30 pm <a href="https://meet.google.com/hkc-oxbx-aog">meet.google.com/hkc-oxbx-aog</a>	Jan. 27, 2022 @ 03:00 pm-04:30 pm
Chief Education Program Supervisor	Jan. 26, 2022 @ 9:00 am-4:30 pm <b>(DIVISION OFFICE)</b>	

2. Only those applicants who submitted their pertinent documents on or before the cut-off date of the submission period will be included in the interview.

4. Immediate dissemination of this Memorandum is desired.

**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent

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