



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

May 13, 2025

**DIVISION MEMORANDUM**

No. 432 s. 2025

**ADVISORY TO DIVISION MEMORANDUM NO. 382 S. 2025 RE: ACCEPTANCE OF APPLICATIONS AND ASSESSMENT FOR NON-TEACHING POSITION**

TO: OIC-Assistant Schools Division Superintendent  
CID & SGOD Chief and Personnel  
OSDS Unit Heads and Personnel  
Elementary and Secondary School Heads  
All Others Concerned

1. Relative to Division Memorandum No. 382 s. 2025 titled: "Acceptance of Applications and Assessment for Non-Teaching Positions," the schedule of activities has been revised:

Activity	Previous Schedule	New Schedule	Person/s Committee Responsible
Initial Evaluation of applicants qualification as to its completeness and CSC qualification standards	<b>May 6-10, 2025</b> 8:00 a.m. to 5:00 p.m.	<b>May 26-30, 2025</b> 8:00 a.m. to 5:00 p.m.	HRMO, HRMPSB, HRMPSB - Secretariat
Document Evaluation and Interview	<b>May 15, 2025</b> 8:00 a.m. to 5:00 p.m.	<b>June 2, 2025</b> 8:00 a.m. to 5:00 p.m.	HRMPSB
Written Test and Work Sample/Skills Test	<b>May 14, 2025</b> 8:00 a.m. to 5:00 p.m.	<b>June 3, 2025</b> 8:00 a.m. to 5:00 p.m.	HRMPSB Secretariat

3. Other provisions stated in the Division Memorandum No. 382 s. 2025 shall remain in effect.

4. For information and guidance.

By Authority of the OIC-Schools Division Superintendent

**DELFIN A. BONDAD**  
OIC - Asst. Schools Division Superintendent  
Officer-In-Charge



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