



Republic of the Philippines  
**Department of Education**  
 REGION III  
 SCHOOLS DIVISION OFFICE OF ANGELES CITY



21 Aug 2024

**DIVISION MEMORANDUM**  
**No 3 0 6, s. 2024**

**SCHEDULE OF THE EXAMINATION, OPEN RANKING AND DELIBERATION OF APPLICANTS FOR REGISTRAR I, ADMINISTRATIVE OFFICER II, ADMINISTRATIVE ASSISTANT III, ADMINISTRATIVE ASSISTANT II, ADMINISTRATIVE ASSISTANT I AND ADMINISTRATIVE AIDE VI**

To: Assistant Schools Division Superintendent  
 Chiefs, CID and SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This is to announce the schedule of Open Ranking and Deliberation for the following Positions:

ITEM	PLACE OF ASSIGNMENT	EXAM DATE	TIME	OPEN RANKING	TIME	MODALITY
Registrar I	Angeles City Science High School - SHS	August 28, 2024	9:00 am	August 28, 2024	1:30 pm	Learning and Development Conference Room
Administrative Officer II	Elementary School					
Administrative Assistant III	Elementary School/Personnel Unit/ Angeles City National Trade School		10:00 am			





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Administrative Assistant II	Elementary School		10:00 am			
Administrative Assistant I	Division Office	August 28, 2024	11:00 am	August 28, 2024	1:30 pm	Learning and Development Conference Room
Administrative Aide VI	Division Office					

2. The composition of the PSB is as follows:

**For: Registrar I, Administrative Officer II, Administrative Assistant III, Administrative Assistant I, Administrative Assistant II & Administrative Aide VI**

**Chairman:** Enrique E. Angeles Jr., PhD, CESO VI  
 Assist. Schools Division Superintendent

**Members:** Edgar L. Manabat PhD-SGOD Chief  
 Maria Cristina S. Sarmiento-Administrative Officer V  
 Caroline L. Montes-Administrative Officer IV  
 Dr. Ramil M. Policarpio – Vice President, National Employee’s Union

**Secretariat:** Delma Christle C. David-Administrative Officer II  
 Rosalie G. Chin-Administrative Assistant III  
 Gesille R. Sampang-Administrative Aide VI

3. Please bring your original pertinent documents for reference during the Open Ranking evaluation.

4. All members of the Personnel Selection Board are enjoined to participate in the said activity.

5. All expenses to be incurred in the conduct of the activity may be charged to Division MOOE subject to the usual accounting and auditing procedures.

6. Immediate and wide dissemination of this Memorandum is desired.



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 **ENGR. EDGARD C. DOMINGO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: DepED Order: (No. 007, s.2023)

To be indicated in the Perpetual Index under the following subjects:

APPOINTMENT, EMPLOYMENT  
EMPLOYEES  
OFFICIALS  
POLICY  
PROMOTION  
QUALIFICATION

GRS/ADAVI/ASDS/August 21, 2024



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ANNEX A. LIST OF APPLICANTS

<b>ADMINISTRATIVE OFFICER II</b>	
1	BALUYUT, SHERIJOY F.
2	GUINTU, JOSE MARI S.
3	MANALO, JACQUELINE D.
4	CANLAS, JEROME M.

<b>REGISTRAR I</b>	
1	CONCEPCION, IMELDA K.
2	CORTES, JOSEPHINE C.
3	CRISANTO, KHRISTINE BERNADETTE T.
4	DELA CRUZ, ANGELA MA. P.
5	GUINTU, JOSE MARI S.
6	MEDINA, JANE SHALLIMAR G.
7	TORRES, CHARISSA JOY T.

<b>ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)</b>	
1	LUMBANG, MARY ANN MICA C.

<b>ADMINISTRATIVE ASSISTANT III (SECRETARY III)</b>	
1	CASTRO, ROMWALD C.
2	DELA BUENA, RYAN O.
3	GIL, DEOCRAEZA M.



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4	FRING, ELOISA P.
5	TORRES, CHARISSA JOY T.

<b>ADMINISTRATIVE ASSISTANT II (CLERK IV)</b>	
1	CASTRO, ROMWALD C.
2	DELA BUENA, RYAN O.
3	FRING, ELOISA P.
4	RIVERA, MARICON H.

<b>ADMINISTRATIVE ASSISTANT I (SECRETARY I)</b>	
1	CASTRO, ROMWALD C.
2	DELA BUENA, RYAN O.
3	FRING, ELOISA P.
4	GARON, GRACE S.
5	LUMBANG, MARY MICA
6	MANALASTAS, JULIET C.
7	PARUNGAO, DIANNE GAILE T.
8	VERGARA, JEANEL A.

<b>ADMINISTRATIVE AIDE VI (CLERK III)</b>	
1	CASTRO, ROMWALD C.
2	DELA BUENA, RYAN O.



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3	PARUNGAO, DIANNE GAILE T.
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<b>ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)</b>	
1	ARONCE, SHERWIN C.
2	GALOS, WHELGA S.
3	MERCADO, ROSAN E.