



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

31 Jan 2025

**DIVISION MEMORANDUM**  
 No. 039, s. 2025

**SCHEDULE OF THE EXAMINATION, OPEN RANKING AND DELIBERATION OF APPLICANTS FOR ADMINISTRATIVE ASSISTANT II & III**

To: Assistant Schools Division Superintendent  
 Chief Education 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
Administrative Assistant III	Accounting Unit	Feb. 4, 2025	9:00 am	Feb. 4, 2025	1:00 pm	L & D Room
Administrative Assistant II	Accounting Unit; Angeles City Science HS; Angeles City Nat'l Trade School-SHS					

2. The composition of the PSB is as follows:

**For: Administrative Assistant III & Administrative Assistant II**

**OIC-Chairman:** Edgar L. Manabat PhD  
 SGOD Chief

**Members:** Maria Cristina S. Sarmiento - Administrative Officer V  
 Caroline L. Montes - Administrative Officer IV





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Dr. Ramil M. Policarpio – Vice President, National Employee's Union

**Secretariat:** Delma Christle C. David – Administrative Officer III  
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 shall be charged to Division MOOE subject to the usual accounting and auditing procedures.
6. Immediate and wide dissemination of this memorandum is desired.

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

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/JANUARY 31, 2025



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ANNEX A. LIST OF APPLICANTS

<b>ADMINISTRATIVE ASSISTANT II &amp; III</b>	
1	DAVID, PRINCESS LEIN L.
2	ESPINOSA, ALICE R.
3	GALANG, JONEL
4	GARCIA, CARMELA
5	GEGANTE, WEDELINA B.
6	MUSNGI, RUSSEL
7	VIRAY, JOSEPHINE C.