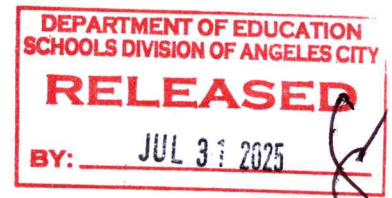




Republic of the Philippines
Department of Education
REGION III

SCHOOLS DIVISION OFFICE OF ANGELES CITY



30 July 2025

DIVISION MEMORANDUM

No. 235, 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	VENUE
Administrative Assistant III	Francisco G. Nepomuceno HS; Div. Personnel Unit	July 31, 2025	8:30 am	July 31, 2025	10:00 am	Learning and Development Conference Room
Administrative Assistant II	Elementary Schools					

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



Jesus St., Brgy. Pulungbulu, Angeles City 2009
[045\) 901-9498/angeles.city@deped.gov.ph](mailto:angeles.city@deped.gov.ph)



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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. The Schools Division Office of Angeles City strictly adheres and complies with the **Zero Tolerance Policy** against corruption especially to “pay-for-position” schemes in appointments, promotions, and designations and is consistent with the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit Selection Plan (MSP).
7. Immediate and wide dissemination of this memorandum is desired.

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/JULY 30, 2025



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ANNEX A. LIST OF APPLICANTS

ADMINISTRATIVE ASSISTANT III	
1	EDHELLYN D. CASTRO
2	ELAINE YANGA
3	CHRISTOPHER GARCIA

ADMINISTRATIVE ASSISTANT II	
1	CHRISTOPHER GARCIA