



Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF TAGUM CITY

Office of the Schools  
Division Superintendent

August 25, 2020

**DIVISION MEMORANDUM**  
No. 401, s. 2020

To: Concerned Elementary School Heads  
Human Resource Merit and Promotion Selection Board (HRMPSB)

**CREATION OF THE DIVISION SUB-COMMITTEE  
FOR THE HIRING OF ADMINISTRATIVE OFFICER II**

In order to expedite the evaluation of the applications for Administrative Officer II, this Office hereby creates the Division Sub-Committee to provide support to the Human Resource Merit and Promotion Selection Board, and thus requests for recommendees from the School Heads of the identified schools below, based from the Table below.


The name/s to be submitted may be that of the **school head or member** of the School PSB, to be submitted to Mrs. Sharmie Cuarte, AO IV **today, August 25, 2020**.

	No. of recommendees needed
Apokon ES	1
Laureta ES	1
MPIES	3
MPCES	3
Rizal ES	1
DRBCES	2
La Filipina ES	1
Union ES	1
CRSES	1
Mangga ES	2
Visayan Village CES	2
<b>TOTAL</b>	<b>18</b>

Further, such recommendees shall join the HRMPSB for the shortlisting of applicants, **tomorrow, August 26, 2020 at 8:30AM** at MPIES E-classroom.

Meals and snacks of the participants is chargeable against MOOE while transportation of school participants is chargeable against local funds/ School MOOE, subject to the usual accounting and auditing rules and regulations.

For information and guidance.

  
**DR. JOSEPHINE L. FADUL**  
School Division Superintendent

