



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

Division Memorandum  
 No. 412, s. 2020

**TO : Concerned Integrated School Heads  
 Human Resource Merit and Promotion Selection Board (HRMPSB)**

**FROM : Office of the School Division Superintendent**

**SUBJECT: Creation of the Division Sub-committee for the Hiring of Administrative Assistant II & III and Assistant Aide VI**

**DATE : 03 September 2020**

In order to expedite the evaluation of documents for Administrative Assistant II & III and Assistant Aide VI, this Office hereby creates the Division Sub-Committee to provide support to the Human Resource Merit and Promotion Selection Board, and thus requests from the School Heads of their identified school PSB members, to wit:

<b>Integrated Schools</b>	<b>Name</b>
Pandapan Integrated School	1. Maybelle G. Isidoro 2. Elaine Sta. Ana
Busaon Integrated School	1. Amalia Vidal 2. Roland Tacan
Liboganon Integrated School	1. Angelita Balondo 2. Elsie Bayang

Further, such in the listed names shall join the HRMPSB on September 8, 2020, 8:30am at SDS Conference Room.

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



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DEPARTMENT OF EDUCATION  
 DIVISION OF TAGUM CITY  
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