



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City

---

**DIVISION ADVISORY No. 315, s. 2021**

August 31, 2021

**VALIDATION OF DOCUMENTS OF APPLICANTS TO HEAD  
TEACHER AND ADMINISTRATIVE AIDE POSITIONS**

To: OIC-Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Heads of Secondary Schools

1. The validation of documents for the applicants to Head Teacher and Administrative Aide positions is scheduled on **September 2, 2021, 1:00 pm** at **DepEd-Capiz Multi-Purpose Hall**.
2. Applicants are advised to bring their original documents and supporting evidences to be presented to the HRMPSB during the validation process. No additional or new documents will be accepted, but only those which will further support the already-submitted documents as required by the HRMPSB. No further clarification or appeal shall be considered after this validation process.
3. In adherence to health and safety protocol, applicants must strictly observe the minimum health requirements.
4. For list of the applicants, kindly see the attached enclosure.
5. Immediate dissemination of this Advisory is desired.

**SALVADOR O. OCHAVO JR. EdD, CESO V**  
Schools Division Superintendent

**AUG 31 2021**



---

Address: Banica, Roxas City  
Contact Number: (036) 620 2371  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
Website: <http://depedcapiz.ph>

**Enclosure No: 1**

to SDA No: 315 s. 2021

<b>Name of Applicants</b>		<b>School</b>
1	Rosario B. Obligacion	Ivisan NHS
2	Analie D. Odicta	Ivisan NHS
3	Analyn Bulacan	Sapian NHS