



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

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June 15, 2022


**DIVISION MEMORANDUM**

No. 172, s. 2022

**CORRIGENDUM TO REGIONAL MEMORANDUM NO. 404, S. 2022  
TITLED: RECRUITMENT AND SELECTION OF APPLICANTS  
FOR VACANT POSITIONS**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Heads of Public and Private Elementary, Secondary and Integrated Schools

1. Attached is Regional Memorandum No. 429, s. 2022 titled "***Corrigendum to Regional Memorandum No. 404, s. 2022 Titled: Recruitment and Selection of Applicants for Vacant Positions***".
2. Immediate dissemination of this Memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

*osds/admin*

Enclosure: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects

HIRING

RECRUITMENT

SELECTION



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Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS

JUN 14 2022

**REGIONAL MEMORANDUM**

No. 429 s. 2022

**CORRIGENDUM TO REGIONAL MEMORANDUM NO. 404, s. 2022 TITLED:  
RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT POSITIONS**

TO: Schools Division Superintendents  
Chiefs of Functional Divisions  
All Others Concerned

1. Relative to Regional Memorandum No. 404, s. 2022 titled: **Recruitment and Selection of Applicants for Vacant Positions**, this Office announces the change of the following entries indicated below:

a. Additional Vacant Position

POSITION	No. of Positions	Office Assignments
ADMINISTRATIVE ASSISTANT III	1	Office of the Regional Director

a.1 Qualification Standards

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE ASSISTANT III OSEC-DECSB-ADAS3-420053-2004	9	Bachelor's Degree relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional (First Level Eligibility)

b. Correction of Office Assignment

POSITION	No. of Positions	Office Assignments
LIBRARIAN II	1	Curriculum and Learning Management Division





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c. Activities and Timeline

Activities	Venue	Schedule
Filing of Application Letter with Complete Supporting Documents	Records Section	June 6-24, 2022
Pre-evaluation of the Applicant's qualification vis-a-vis Qualification Standard (QS) and submit the Selection Line-up for deliberation of HRMPSB	HRM Office	June 27-30, 2022
Posting of Qualified Applicants	Bulletin Board (3 conspicuous places)	July 1, 2022
Evaluation and Deliberation	Office of the Assistant Regional Director/ Virtual	July 4-8, 2022
Systematic Assessment		
Interview of applicants	Office of the Assistant Regional Director / Virtual	July 11-15, 2022
Computer Skills Test / Written Examination	ICT/Admin Office /Virtual	
HRMPSB Deliberation and Finalization of Evaluation Results	Office of the Assistant Regional Director / Virtual	July 15-20, 2022
Submission to the Office of the Regional Director for approval of Evaluation Results	Office of the Regional Director	July 21, 2022
Posting of Results	Bulletin Board (3 conspicuous places)	July 23, 2022

2. Other provisions of the aforementioned Memorandum remain in effect.
3. Immediate dissemination of this Memorandum is desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

References: None

Incl: As stated

To be indicated in the Perpetual Index  
under the following subjects:

HIRING      RECRUITMENT      SELECTION



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