



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

11 JUL 2025

DIVISION MEMORANDUM

No. 313 s. 2025

**INITIAL EVALUATION OF DOCUMENTS OF ADMINISTRATIVE OFFICER II APPLICANTS
FOR ELEMENTARY LEVEL**

TO : OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Relative to Division Memorandum No. 278, s. 2025 titled **Recruitment, Evaluation and Selection of Applicants for Vacant Administrative Officer II Positions in Elementary Schools & Division Office**, there will be an initial evaluation of documents on July 14-16, 2025, 8:00am to 5:00pm at Capiz Division Multi-Purpose Hall.
2. Participants are the Division Human Resource Merit Promotion and Selection Board (HRMPSB) and identified District Sub-committee Secretariat (Enclosure No.1).
3. Expenses relative to the conduct of this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES

EVALUATION

DDB/ DM_JER
0035/ July 11, 2025



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



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

Enclosure No. 1 to SDM No. **313**s. 2025

No.	Name	Position	School	District
1.	Hanelyn Funa	AO II	Angub ES	Cuartero
2.	Lenyl Cabuslay	AO II	Malonoy ES	Dao
3.	Ferlie Cantor	AO II	Manhoy ES	Dao
4.	Xykie Vi Fantilanan	AO II	Dumarao ES	Dumarao
5.	Rio Marie Loranía	AO II	Balaring ES	Ivisan
6.	Mary Grace Calceta	AO II	Damiana M. Ongkiko ES	Jamindan
7.	Arjhun Batilaran	AO II	Tuburan ES	Maayon
8.	May Gregorio	AO II	Atiplo ES	Mambusao East
9.	Irene Balucan	AO II	Ramon Villareal ES	Mambusao West
10.	Roxan Abad	AO II	Panay CS	Panay
11.	Maria Lourdes Peniano	AO II	Ricardo Bernas ES	Panay
12.	Grecia Joy Tamayo	AO II	Agbalo ES	Panay
13.	May Ann Orendez	AO II	Panitan ES	Panitan
14.	Jasmin Joyce Lauron	AO II	Pilar ES	Pilar
15.	Mark Louie Ortencio	AO II	Pontevedra ES	Pontevedra
16.	Ceniella Peniano	AO II	Pres. Roxas East ES	Pres. Roxas
17.	Desiree Joy Guanco	AO II	Sapian ES	Sapian
18.	Anaveh Gumogda	AO II	Margarita Soriano ES	Sigma
19.	Argeline Amores	AO II	Cogon ES	Sigma
20.	Glicerma Gervero	AO II	Joaquin Artuz ES	Tapaz East
21.	Krestli Zyra Albaña	AO II	San Roques ES	Tapaz East