



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

**DIVISION MEMORANDUM**  
**No. 328 s. 2025**

21 JUL 2025

**CONDUCT OF EVALUATION PROCESS 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 evaluation process of applicants on July 21-25, 2025, 8:00am to 5:00pm at Capiz Division Multi-Purpose Hall.
2. Anent this, identified District Sub-committee Secretariat (Enclosure No.1) are requested to assist the Division Human Resource Merit & Promotion Board (HRMPSB).
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\_Evaluation  
0036/ July 18, 2025



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Enclosure No. 1 to SDM No. \_\_\_\_, s. 2025

<b>Schedule</b>	<b>Name</b>	<b>Position</b>	<b>School</b>	<b>District</b>
July 21, 2025 (Monday)	Roxan Abad	AO II	Panay CS	Panay
	Jasmin Joyce Lauron	AO II	Pilar ES	Pilar
July 22, 2025 (Tuesday)	Hanelyn Funa	AO II	Angub ES	Cuartero
	Xykie Vi Fantilanan	AO II	Dumarao ES	Dumarao
	Maria Lourdes Peniano	AO II	Ricardo Bernas ES	Panay
	Desiree Joy Guanco	AO II	Sapian ES	Sapian
July 23, 2025 (Wednesday)	Ceniella Peniano	AO II	Pres. Roxas East ES	Pres. Roxas
	May Ann Orendez	AO II	Panitan ES	Panitan
	Anaveh Gumogda	AO II	Margarita Soriano ES	Sigma
	Argeline Amores	AO II	Cogon ES	Sigma
July 24, 2025 (Thursday)	Rio Marie Loriania	AO II	Balaring ES	Ivisan
	Mary Grace Calceta	AO II	Damiana M. Ongkiko ES	Jamindan
	May Gregorio	AO II	Atiplo ES	Mambusao East
	Irene Balucan	AO II	Ramon Villareal ES	Mambusao West
July 25, 2025 (Friday)	Lenyl Cabuslay	AO II	Malonoy ES	Dao
	Ferlie Cantor	AO II	Manhoy ES	Dao
	Glicerma Gervero	AO II	Joaquin Artuz ES	Tapaz East
	Krestli Zyra Albaña	AO II	San Roques ES	Tapaz East
July 21-25, 2025	Grecia Joy Tamayo	AO II	Agbalo ES	Panay
	Mark Louie D. Ortencio	AO II	Pontevedra ES	Pontevedra