



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

15 AUG 2025

**DIVISION MEMORANDUM**  
**No. 384 s. 2025**

**CHANGE IN DIVISION MEMORANDUM NO. 358, S. 2025 TITLED RECRUITMENT,  
EVALUATION AND SELECTION OF APPLICANTS FOR VACANT SCHOOL HEAD AND  
DEPARTMENT HEAD POSITIONS**

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. In reference to Division Memorandum No. 358, s. 2025 Recruitment, Evaluation and Selection of Applicants for Vacant School Head and Department Head Positions, please be informed of the following changes:

Activity	From	To
Schedule of Written Test, Skill Test, Work Sample Test, & Interview	August 28 to August 29, 2025	August 26 to August 27, 2025
Open Ranking System	September 1 – September 3, 2025	August 28 to August 29, 2025

2. Other provisions of the aforementioned Memorandum remain in effect.
3. 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

RANKING

DDB/ DM\_ChangeSDM358  
0036/ Aug 14, 2025



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