



2024-04-24-0718



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

Office of the Schools Division  
Superintendent

23 April 2024

DIVISION MEMORANDUM  
OSDS-2024- 323

**CREATION OF THE SUB-COMMITTEE TO ASSIST THE HRMPSB MEMBERS IN  
THE EVALUATION OF FOLDERS OF ADMINISTRATIVE OFFICER II  
APPLICANTS**

TO: Wilfredo D. Takasan – Education Program Supervisor  
Rosalie G. Maghinay – Senior Education Program Specialist  
Lyzle C. Abregana – Education Program Specialist II  
Margirie M. Asuque – Project Development Officer II

1. Please be informed of the creation of the sub-committee to assist the HRMPSB Members in the Evaluation of folders of Administrative Officer II applicants, to wit:

**Sub-Committee Chair:**

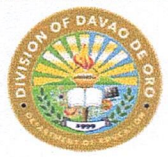
Wilfredo D. Takasan – Education Program Supervisor

**Members:**

Rosalie G. Maghinay – Senior Education Program Specialist  
Lyzle C. Abregana – Education Program Specialist II  
Margirie M. Asuque – Project Development Officer II

2. As such, you are tasked to conduct timely evaluation of documents for Administrative Officer II positions consistent to Enclosure No. 5 of DepEd Order No. 007, s. 2023 Guidelines on Recruitment, Selection, and Appointment in the Department of Education on the Criteria and Point System for Hiring and Promotion under Non-Teaching Positions. The committee shall coordinate with the members of the HRMPSB for guidance and supervision.
3. For your information and strict compliance.

**CRISTY C. EPE**  
Schools Division Superintendent



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)  
Email Address: [davaodeoro@deped.gov.ph](mailto:davaodeoro@deped.gov.ph)  
Website: [www.depeddavaodeoro.ph](http://www.depeddavaodeoro.ph)

Doc. Ref. Code	PAWIM-F-020	Rev	00
Effectivity	09.12.22	Page	1 of 4