



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**

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DIVISION MEMORANDUM  
 No. 319 s.2020

December 21, 2020

**CONDUCT OF INTERVIEW AND WRITTEN EXAMINATION  
 FOR ADMINISTRATIVE ASSISTANT II  
 AND ADMINISTRATIVE ASSISTANT III**

**To: All Division Human Resource Merit Promotion and Selection Board (HRMPSB) Members  
 All HRMPSB Secretariat  
 All Interested Applicants  
 All Others Concerned**

1. The Schools Division Office through the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the conduct of interview and written examination for **Administrative Assistant II and Administrative Assistant III** on **December 22, 2020** at **7:30 am** at **QMS Room, Library Hub, Schools Division Office of Abra.**

**ADAS II APPLICANTS**

BAGUS, REINERIO O.
BITTANGA, CLAUDEN G.
BARBERO, BENJIE P.
BOLANTE, JAYSON G.
CABAÑERO, JANSEN RHEY T.
ESPELIMBERGO, JELAH R.
GALBAN, KATHLEENE AINA
OYAOEN, GLORIA A.

**ADAS III APPLICANTS**

ALMOSA, JEAN CLAIRE T.
BRAGAS, JOE ANN B.
GUTIERREZ, ANA ALYSSA B.
BARRIL, ROLLY JOY "RJ" C.
CABAÑERO, JANSEN RHEY T.
COLLADO, RIZANNE C.
DAMIAN, JHERISA B.
GALLARDO, MARLOWE R.
GASMEN, DEZABELLE C.

2. **Materials to bring for the examination:**
  - Laptop
  - Calculator
  - Extension
  - Ballpen and Pencil





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3. Meals and Snacks for the members of the PSB and Secretariat, including other administrative costs relative to the conduct of said activity shall be charged against local funds subject to the existing COA rules and regulations.
4. Stringent health protocols and all precautionary measures of Covid-19 from the DOH and IATF will be observed before, during and after the conduct of the activity.
5. Your presence and active involvement on the said activity is highly expected.
6. Immediate dissemination of this memorandum is desired.

**SORAYA T. FACULO, Ph.D.**  
*Assistant Schools Division Superintendent  
Chairman, HRMPSB/Placement Committee*

