




December 16, 2019

DIVISION MEMORANDUM  
No. 440 s. 2019

**CONDUCT OF INTERVIEWS AND WRITTEN EXAMINATION FOR QUALIFIED APPLICANTS**

To: Human Resource Merit Promotion and Selection Board  
Applicants of Various Vacant Positions  
All others concerned

1. Please be informed that the Human Resource Merit Promotion and Selection Board has scheduled the conduct of interviews and written examination for qualified applicants of various vacant positions in the Schools Division Office on December 20, 2019 at the Schools Division Office Conference Hall.
2. Your presence and active involvement of the aforementioned activity is highly expected.
3. Two (2) snacks and lunch shall be provided to the HRMPSB members and secretariat and other administrative costs incidental to the conduct of this activity is chargeable against division funds subject to the existing and usual COA rules and regulations.
4. Wide and immediate dissemination of this memorandum to all concerned is hereby enjoined.

  
**GLORIA B. BUYA-AO**  
Schools Division Superintendent