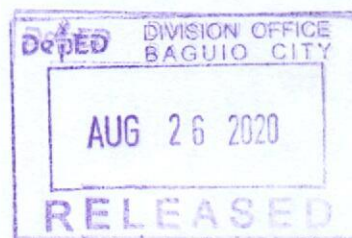




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



Division Memorandum Number 327, s. 2020

**HRMPSB PROVISIONAL MEMBERS AND TIMELINE ON THE  
 ASSESSMENT OF ADMINISTRATIVE OFFICER II**

**TO: All Public Schools District Supervisors  
 All Public School Heads  
 All others concerned**


- In relation to the HRMPSB assessment of Administrative Officer II, the following School Heads are hereby designated as provisional members for the assessment of Administrative Officer II.

Name of School Head	School
1. Joseph A. Estigoy	Lucban Elementary School
2. Esther K. Litilit	Baguio Central School
3. Ellen F. Grande	Quezon Elementary School
4. Jackson T. Caya-os	Rizal Elementary School
5. Agnes P. Lomas-e	Baguio SPED Center
6. Amalia K. Micklay	Quezon Hill Elementary School
7. Hermoso P. Bunnol	Elpidio Quirino Elementary School
8. Rosie Beel A. Marzo	Fort del Pilar Elementary School
9. Estrella B. Bulay	Bakakeng Elementary School

- Below is the timeline of activities for the assessment

Activity	Timeframe	Office/ Person in-charge
Deadline of submission of application	August 20, 2020	Records Section
Pre-evaluation of submitted documents	August 17 - 28, 2020	Division HRMO and Secretariats
Orientation of Provisional Members regarding the internal guidelines on assessment	September 4, 2020	Division Administrative Officer V
Review of pre-evaluation		Division HRMPSB with Provisional Members
Essay/Written Test	September 7, 2020	Division Administrative Officer V
Brief orientation of applicants on the internal guidelines of assessment		
Presentation of Comparative Assessment Result		
Interview	September 8, 2020 (1:30pm - 5:00pm)	Division HRMPSB with Provisional Members
	September 9 - 10, 2020 (8:30pm - 5:00pm)	

- Provisional members are requested to attend the said orientation on **September 4, 2020, 8:30 in the morning at the Division Training Center.**
- Essay/written test and interview will be conducted online through Zoom Meeting application. The link will be shared to the applicants through their contact numbers.
- For information, guidance and dissemination.

  
**MARIE CAROLYN B. VERANO, CESO V**  
 Schools Division Superintendent

