



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

25 June 2024

DIVISION MEMORANDUM
No. **359**, s. 2024

**EXTENSION OF THE FILING OF APPLICATION LETTER WITH
COMPLETE DOCUMENTARY REQUIREMENTS FOR ADMINISTRATIVE
AIDE IV (DRIVER II) POSITION AS ADDENDUM AND CORRIGENDUM TO
REGIONAL MEMORANDUM NO. 500, S. 2024 TITLED “RECRUITMENT
AND SELECTION OF APPLICANTS FOR ADMINISTRATIVE AIDE IV
(DRIVER II) POSITION IN DEPED RO VI”**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is Regional Memorandum No. 535, s. 2024 titled **Extension of the Filing of Application Letter with Complete Documentary Requirements for Administrative Aide IV (Driver II) Position as Addendum and Corrigendum to Regional Memorandum No. 500, s. 2024 titled “Recruitment and Selection of Applicants for Administrative Aide IV (Driver II) Position in DepEd RO VI”**.
2. Immediate dissemination of this Memorandum is desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: None
Reference: Regional Memorandum No. 535, s. 2024
To be indicated in the Perpetual Index
Under the following subjects:

HIRING

RECRUITMENT

SELECTION



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Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

JUN 21 2024

REGIONAL MEMORANDUM
No. 535 s. 2024

EXTENSION OF THE FILING OF APPLICATION LETTER WITH COMPLETE DOCUMENTARY REQUIREMENTS FOR ADMINISTRATIVE AIDE IV (DRIVER II) POSITION AS ADDENDUM AND CORRIGENDUM TO REGIONAL MEMORANDUM NO. 500, S. 2024 TITLED "RECRUITMENT AND SELECTION OF APPLICANTS FOR ADMINISTRATIVE AIDE IV (DRIVER II) POSITION IN DEPED RO VI"

TO: Schools Division Superintendents
Chiefs of Functional Divisions
All Others Concerned

1. Relative to Regional Memorandum No. 500, s. 2024 titled "Recruitment and Selection of Applicants for Administrative Aide IV (Driver II) Position in DepED RO VI, this Office announces the extension of the filing of application letter with complete documentary requirements until **July 5, 2024**.
2. The timeline for the recruitment and selection process is indicated below.

Activities	Venue	Schedule
Filing of Application Letter with Complete Supporting Documents	Records Section	June 21, 2024 – July 5, 2024
Pre-evaluation of the Applicant's qualification vis-a-vis Qualification Standard (QS) and submit the Selection Line-up for deliberation of HRMP SB	HRM Office	July 8, 2024
Posting of Qualified Applicants	Bulletin Board (3 conspicuous places)	July 10, 2024
Evaluation and Deliberation	Office of the Assistant Regional Director	July 12, 2024
Systematic Assessment		
Interview of applicants	Office of the Assistant Regional Director	July 15, 2024
Practical Driving/Skills Test	DepEd Regional Office VI	



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HRMPSB Deliberation and Finalization of Evaluation Results	Office of the Assistant Regional Director	July 16, 2024
Submission to the Office of the Regional Director the report of HRMPSB's Comparative Assessment Result (CAR)	Office of the Regional Director	July 17, 2024
Posting of a Notice of Appointments Issued (NAI)	Bulletin Board (3 conspicuous places)	August 1, 2024

6. Other provisions of the aforementioned Memorandum remain in effect.
7. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: N o n e
Reference: as stated
To be indicated in the Perpetual Index
under the following subjects:

HIRING

RECRUITMENT

SELECTION

EGM/ASD-PS-RM-040/Extension of application for ADA4(Driver II
June 21, 2024