



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

February 3, 2025

DIVISION MEMORANDUM

No. **062**, s. 2024

**ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 061 s. 2025
TITLED SCHEDULE OF THE CONDUCT OF EVALUATION PROCESS
OF SCHOOL HEAD-APPLICANTS (ELEMENTARY AND SECONDARY)**

TO: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors
Members of Human Resource Merit Promotion and Selection Board (HRMPSB)
HRMPSB Secretariat
All Others Concerned

1. In line with Division Memorandum No. 061 s. 2025 titled Schedule of the Conduct of Evaluation Process of School Head-Applicants (Elementary and Secondary), please be informed that the conduct of the evaluation of the school heads-applicants documents' will be done at the SDO Multi-Purpose Hall on February 3-4 and February 19, 2025 with the members of the HRMPSB and the select secretariat.
2. Expenses relative to the conduct of the said activity are chargeable against local funds subject to usual accounting and auditing rules and regulations.
3. Other provisions of the aforementioned memorandum remain in effect.
4. Immediate dissemination of this memorandum is desired.

ROEL F. BERMEJO

Schools Division Superintendent

Encl.: None.

Reference: Division Memorandum (No.061 s. 2025)

To be indicated in the Perpetual Index
Under the following subjects:

EVALUATION

RANKING

SELECTION



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