



Republic of the Philippines  
**Department of Education**  
 Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

SDO ALAMINOS  
**RELEASED**  
 2023-12-22  
 RECORDS UNIT

**DIVISION MEMORANDUM**  
**DM-2023-638**

To : Division Human Resource Merit Promotion and Selection Board  
 (DHRMPSB)

Subject : **NOTICE OF MEETING**

From : Schools Division Superintendent

Date : December 22, 2023

1. Please be informed that there will be a meeting of the members of the **HRMPSB** of this Division to conduct comparative assessment of the qualified applicants of **Administrative Officer II, Project Development Officer I and Administrative Aide IV** positions, with the following schedules:

Position	Date	Time	Venue
Administrative Officer II	December 28, 2023	8:00 AM	Division Library Hub
Project Development Officer I			
Administrative Aide IV	December 29, 2023	8:00 AM	

2. The participants of the meeting are the following:

	NAME	POSITION	DESIGNATION
1	Dr. Marilu N. Cardenas	Assistant Schools Division Superintendent	Chairperson
2	Dr. Arturo R. Viray	SGOD, Chief	Member
3	Rosalie R. Sarmiento	Administrative Officer V	Member
4	Cynthia M. Ruamero	Administrative Officer IV	Member
5	Marinel N. Sison	Administrative Officer IV	Member/Level 2 NEU Representative
6	Nicanor L. Navarro II	Administrative Assistant III	Member/Level 1 NEU Representative
7	Charlene M. Ferrer	Administrative Assistant III	Secretariat
8	Rachel Marie B. Pol	Administrative Assistant III	

***With hundred reasons to serve!***



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3. For your information, guidance, and compliance.

**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
*Assistant Schools Division Superintendent*  
*Officer-In-Charge*  
*Office of the Schools Division Superintendent*

DM - 2023 - 638 : NOTICE OF MEETING

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