



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

DIVISION ADVISORY No. 34 s, 2025
July 18, 2025

SCHEDULE OF INTERVIEW, WRITTEN EXAMINATION AND SKILLS TEST OF APPLICANTS FOR FIRST LEVEL NON-TEACHING POSITIONS

Pursuant to **Division Memorandum No. 416 s, 2025**, the Schools Division of Dapitan City through the Human Resource Merit, Promotion and Selection Board (HRMPSB) will conduct the interview, written examination, and skills test of applicants for **First Level Non-Teaching positions** as follows:

Position	Activity	Date	Time	Venue
Administrative Assistant III & Senior Bookkeeper	Written Exam & Skills Test	July 21, 2025	8:30 am - 12:00 pm	SDO Dapitan City Conference Hall
	Interview	July 21, 2025	1:30 pm - 5:00 pm	ASDS Office
Administrative Assistant II, Disbursing Officer II & Administrative Aide VI	Written Exam & Skills Test	July 22, 2025	8:30 am - 12:00 pm	SDO Dapitan City Conference Hall
	Interview	July 22, 2025	1:30 pm - 5:00 pm	ASDS Office

For guidance and dissemination.

JAY S. MONTEALTO, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office Schools Division Superintendent

