



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

25 March 2025


DIVISION MEMORANDUM

No. 165, s. 2025

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 138 s. 2025 RE: CALL FOR SUBMISSION
OF PERTINENT PAPERS FOR COMPARATIVE ASSESSMENT OF ADMINISTRATIVE
ASSISTANT III (ADAS III) ADMINISTRATIVE ASISTANT II (ADAS II)
and REGISTRAR I (SHS)**

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to Division Memorandum No. 138 s. 2025 Re: Call For Submission Of Pertinent Papers For Comparative Assessment Of Administrative Assistant III (Adas III) Administrative Asistant II (Adas II) and Registrar I (SHS), through the Personnel Section, announces that the open ranking and validation of documents, interview and conduct of written examination at the Schools Division Office shall be moved from April 2-4, 2025, to April 22-24, 2025. Further the indicative schedules of activities in the Assessment Plan shall also be adjusted, as indicated in the attached updated Assessment Plan.
2. Other information stated in DM No. 138 s. 2025 shall remain in effect.
3. Wide and immediate dissemination of this memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent,

JBP/ Corrigendum to DM 138 s. 2025
R2-141803/ 03/25/2025



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Assessment Plan

Activities	Responsible	Indicative Schedule	No of Working Days
Publication/Posting Period	HRMO		N/A
Last day of Receiving of Application	Records Section	March 17, 2025	N/A
Initial assessment/ screening of application and preparation of Initial Evaluation Review	HRMO	March 18 – 21, 2025	4
Preparation of letter to the applicant if they are qualified or not with the information of schedule for next hiring process			
Submission of Shortlist of qualified applicants to the HRMPSB	HRMO	March 24, 2025	1
Preliminary Meeting with the HRMPSB and Technical Working Group	HRMO/ HRMPSB/TWG Secretariat	March 25, 2025	1
Open Ranking and Validation of Documents, interview and conduct of written examination	HRMO/ HRMPSB/ TWG/Secretariat	April 22-24, 2025	3
Check the written exam/ OTJ skill set	HRMPSB/ End-user (Chief)	April 25, 2025	1
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/ HRMO/ Secretariat	April 28, 2025	1
Signing of CAR to the HRMPSB	HRMPSB/ HRMO/ Secretariat	May 02, 2025	1
Submission of the final CAR and CAR-Registry of Qualified Applicants to the Schools Division Superintendent for other instruction- such as conduct of Background investigation	HRMO Upon the request of Appointing Authority	May 05, 2025	1
Upload the CAR-RQA to the website and posting to conspicuous places	HRMO/ Information Technology Officer	May 06, 2025	1
Prepare notification letter to the successful candidate for the submission of requirements for appointment	HRMO	May 08, 2025	1
Forward the notification letter to the ASDS and SDS/ for initial/ signature	Secretariat	May 09, 2025	1
TOTAL			15