



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

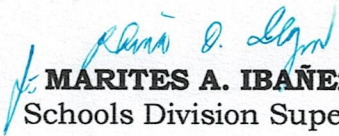
24 June 2025

**DIVISION MEMORANDUM**  
**No. 305, s. 2025**

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 273 s. 2025 RE: CALL FOR SUBMISSION  
OF PERTINENT PAPERS FOR COMPARATIVE ASSESSMENT OF  
ADMINISTRATIVE OFFICER II (AO II)**

**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. 273 s. 2025 Re: Call for Submission of Pertinent Papers for Comparative Assessment of Administrative Officer II, 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 June 25-30, 2025, to July 7-11, 2025. Further the indicative schedules of activities in the Assessment Plan shall also be adjusted, as indicated in the attached updated Assessment Plan.
2. All qualified applicants will be notified of their schedule with a respective email regarding their written examination, validation of pertinent documents, and Behavioral Event Interview schedule.
3. Other information stated in DM No. 273 s. 2025 shall remain in effect.
4. Wide and immediate dissemination of this memorandum is desired.

  
**MARITES A. IBÁÑEZ, CESO V**  
Schools Division Superintendent

JBP/ Corrigendum to DM 273 s. 2025  
R2-144310/ 06/24/2025



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*Assessment Plan*

<b>Activities</b>	<b>Responsible</b>	<b>Indicative Schedule</b>	<b>No of Working Days</b>
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 HRMP SB	HRMO	March 24, 2025	1
Preliminary Meeting with the HRMP SB and Technical Working Group	HRMO/ HRMP SB/TWG Secretariat	March 25, 2025	1
Open Ranking and Validation of Documents, interview and conduct of written examination	HRMO/ HRMP SB/ TWG/Secretariat	July 7-11, 2025	5
Check the written exam/ OTJ skill set	HRMP SB/ End-user (Chief)	July 15-17, 2025	3
HRMP SB deliberation and preparation of Comparative Assessment Result (CAR)	HRMP SB/ HRMO/ Secretariat	July 18-19, 2025	2
Signing of CAR to the HRMP SB	HRMP SB/ HRMO/ Secretariat	July 22-23, 2025	2
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	July 24, 2025	1
Upload the CAR-RQA to the website and posting to conspicuous places	HRMO/ Information Technology Officer	July 25, 2025	1
Prepare notification letter to the successful candidate for the submission of requirements for appointment	HRMO	August 01, 2025	2
Forward the notification letter to the ASDS and SDS/ for initial/ signature	Secretariat	August 01, 2025	1
<b>TOTAL</b>			<b>23</b>