



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

09 September 2024

DIVISION MEMORANDUM

No. 400, s. 2024

CORRIGENDUM TO DIVISION MEMORANDUM NO. 355 s. 2024 RE: CALL FOR APPLICATION FOR ADMINISTRATIVE ASSISTANT III (ADAS III) AND ADMINISTRATIVE ASSISTANT II (ADAS 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. 355 s. 2024, re: Call for Application for Administrative Assistant III (ADAS III) and Administrative Assistant II (ADAS II) Position, this Office, through the Personnel Section, announces that the indicative schedules of activities in the Assessment Plan shall be moved, as indicated in the attached updated Assessment Plan.
2. Other information stated in DM No. 355 s. 2024 shall remain in effect.
3. Wide and immediate dissemination of this memorandum is desired.


MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

*JBP/ Corrigendum Comparative Assessment for ADAS III and II/
R2-136490 / 09/09/2024*



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

Assessment Plan

Activities	Responsible	Indicative Schedule	No of Working Days
Publication/Posting Period	HRMO		N/A
Last day of Receiving of Application	Records Section	August 23, 2024	N/A
Initial assessment/ screening of application and preparation of Initial Evaluation Review	HRMO	August 24 to September 06, 2024	10
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	September 09, 2024	1
Preliminary Meeting with the HRMPSB and Technical Working Group	HRMO/ HRMPSB/TWG Secretariat	September 10, 2024	1
Open Ranking and Validation of Documents, interview and conduct of written examination	HRMO/ HRMPSB/ TWG/Secretariat	September 24-27, 2024	4
Check the written exam/ OTJ skill set	HRMPSB/ End-user (Chief)	September 30 – October 02, 2024	3
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/ HRMO/ Secretariat	October 03-04, 2024	2
Signing of CAR to the HRMPSB	HRMPSB/ HRMO/ Secretariat	October 07, 2024	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	October 08, 2024	1
Upload the CAR-RQA to the website and posting to conspicuous places	HRMO/ Information Technology Officer	October 09, 2024	1
Prepare notification letter to the successful candidate for the submission of requirements for appointment	HRMO	October 10, 2024	1
Forward the notification letter to the ASDS and SDS/ for initial/ signature	Secretariat	October 14, 2024	1
TOTAL			26