



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

October 7, 2025

DIVISION MEMORANDUM

No. 442, s. 2025

CONDUCT OF DIVISION OPEN RANKING FOR ADMINISTRATIVE OFFICER IV AND ADMINISTRATIVE OFFICER II (PROCUREMENT)

1. This is to inform all concerned that the **Division Open Ranking for Non-Teaching Positions, specifically for Administrative Officer IV and Administrative Officer II (Procurement)**, will be conducted on **October 8, 2025 (Tuesday), 8:00 a.m.**, at the **3rd Floor, SDO Bataan Building, Abucay, Bataan**.
2. All **qualified applicants** listed below are **required to attend** the said activity **on time**. Latecomers will not be entertained to ensure the smooth flow of the proceedings.
3. Participants are reminded to **wear appropriate and decent attire**, preferably **corporate or business casual**, as a reflection of professionalism during the selection process.
4. Applicants are also advised to:
 - o Bring a **valid ID** for verification;
 - o Observe **proper decorum** and maintain a respectful attitude throughout the activity;
 - o Refrain from using mobile phones or other gadgets during the interview or deliberation;
 - o Take this opportunity as a **venue to showcase competence, readiness, and commitment** to public service.
5. Attached are the lists of qualified applicants for the following positions:

A. ADMINISTRATIVE OFFICER II (PROCUREMENT)

1. Albar, Raymond Nabablit
2. Bitantes, Marvin Roy Baltazar
3. Calayag, Lizette Ivy Reyes
4. Cruz, Kharl John Calara
5. Dabu, Glaiza Jamir
6. Dionisio, Clark James Villaluz
7. Firaza, Gary Ang
8. Inocencio, Feliciano II Danque



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9. Kawit, Haroun Seth Miguel
10. Muñoz, Riezle Clarin
11. Peña, Evelyn Villanueva
12. San Diego, Marlon Baluyot
13. Tria, Abraham Soriano
14. Villanueva, Christian Dizon

B. ADMINISTRATIVE OFFICER IV (PROCUREMENT)

1. Acar, Jenevei Jimeno
2. Bagtas, Archie Rocamora
3. Calayag, Lizette Ivy Reyes
4. Clavel, Rennor Cruz
5. Dimla, Paul John Dela Cruz
6. Guinto, Dennis Pinili
7. Kawit, Haroun Seth Miguel
8. Muñoz, Riezle Clarin
9. Tria, Abraham Soriano

6. This activity is part of the Division's commitment to ensuring a **transparent, merit-based, and competency-driven selection process** in accordance with **DepEd Order No. 007, s. 2023** (Guidelines on Recruitment, Selection and Appointment in the Department of Education).
7. For information and strict compliance.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent 

Enclosure: As stated

To be included in the Perpetual Index

Under the following subjects

RANKING QUALIFIED APPLICANTS PROCUREMENT
ADMINISTRATIVE OFFICERS