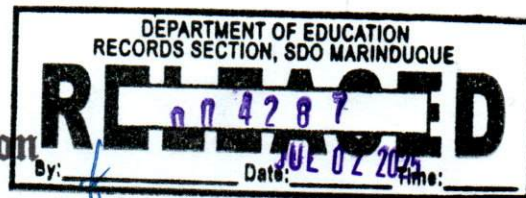




Republic of the Philippines  
**Department of Education**  
MIMAROPA Region  
**SCHOOLS DIVISION OF MARINDUQUE**



**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**TO:** Public Schools District Supervisors  
Elementary/Secondary School Heads  
All other concern

**FROM:**   
**LYNN G. MENDOZA, EdD** ✓  
OIC-Schools Division Superintendent

**SUBJECT:** **PREPARATION OF DOCUMENTS AND MATERIALS NEEDED IN THE ASSESSMENT AND BEHAVIORAL EVENTS INTERVIEW (BEI) OF ADMINISTRATIVE OFFICER II APPLICATIONS**

**DATE:** July 01, 2025

1. The Schools Division of Marinduque through the Administrative Services - Personnel Unit shall prepare documents and materials needed in the assessment and BEI of Administrative Officer II applications on July 3 to 4, 2025.
2. This aims to fast-track the assessment for Administrative Officer II.
3. The following Administrative Officer II are requested to report to the Division Office – Personnel Unit on the specified dates:
  - a. Ana Marie Malelang, AO II-Buenavista District
  - b. Analyn Opis, AO II-Santa Cruz East District
  - c. Almirah Motol, AO II-Santa Cruz East District
  - d. May Lanie Jalos, AO II-Santa Cruz North District
  - e. Chesther Marie Historillo, AO II-Santa Cruz East District
  - f. Sarah Jane Tejones, AO II-Torrijos District
4. Immediate dissemination and compliance with the contents of this Memorandum is desired.

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



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