



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Bohol

**Office of the Schools  
Division Superintendent**

DIVISION MEMORANDUM  
No. **525** , s. 2024

October 10, 2024

**RANKING COMMITTEE FOR THE COMPARATIVE ASSESSMENT OF  
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER), ADMINISTRATIVE  
ASSISTANT II (DISBURSING OFFICER) AND ADMINISTRATIVE ASSISTANT II  
(ADMIN SUPPORT)**

To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
Public School District Supervisors/Acting PSDS  
Section/Unit Heads and Non-Teaching Personnel  
Public Secondary/Elementary School Heads  
All Others Concerned

1. This Memorandum announces the composition of the ranking committee for the Administrative Assistant III (Senior Bookkeeper), Administrative Assistant II (Disbursing Officer) and Administrative Assistant II (Admin Support), composed as follows:

**Chairman:** Dr. Eduardo A. Ompad

**Vice-Chairman:** Dr. Fay C. Luarez

|                                                             |                          |
|-------------------------------------------------------------|--------------------------|
| <b>Administrative Assistant III<br/>(Senior Bookkeeper)</b> |                          |
| Chairman:                                                   | Gabina F. Ladaran        |
| Members:                                                    | Diane Cicely A. Jeminez  |
|                                                             | Liza D. Crescencio       |
| <b>Administrative Assistant II<br/>(Disbursing Officer)</b> |                          |
| Chairman:                                                   | Judith S. Apale          |
| Members:                                                    | Victoriano C. Cimeni     |
|                                                             | Mark Angelo S. Salamanca |
| <b>Administrative Assistant II<br/>(Admin Support )</b>     |                          |
| Chairman:                                                   | Fermin M. Albutra        |
| Members                                                     | Mark Cyril G. Potane     |
|                                                             | Gerry S. Sagayno         |
| <b>Secretariat:</b>                                         |                          |
|                                                             | Florly C. Saturinas      |
|                                                             | Eva D. Sagrario          |
|                                                             | Dorothy Joy A. Tambis    |

2. The above-mentioned Committee shall be responsible for the Initial Comparative Assessment of documents on November 5-8, 2024, Behavioral Event Interview (BEI) and written examination on Nov 12-13, 2024 at SDO Bohol, Tagbilaran City, Bohol.
6. For immediate widest dissemination and guidance for all concerned.

  
**CASIANA P. CABERTE PhD, CESO VI**  
Schools Division Superintendent 