



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

29 October 2025

DIVISION MEMORANDUM

No. 773 s. 2025

**ADDENDUM TO DM NO. 713 S. 2025 RE: COMPARATIVE ASSESSMENT
RESULTS (CAR) OF APPLICANTS - ADMINISTRATIVE ASSISTANT II
VACANT POSITIONS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Units/Sections
All Others Concerned

1. Relative to the issued **Division Memorandum No. 713, s. 2025**, or the **Comparative Assessment Results (CAR) of Applicants - Administrative Assistant II Vacant Positions**, this office announces the inclusion of an additional applicant for appointment, based on the comparative assessment conducted on October 8, 2025 at the Office of the Assistant Schools Division Superintendent at the City Schools Division of the City of Tayabas, Brgy. Potol, Tayabas City.
2. Applicant with application code of **TAY-RSP-ADAS2E-25-010** is advised to report to the Office of the Schools Division Superintendent on **October 30, 2025** at **9:00 o'clock in the morning**.
3. For information and guidance of all concerned.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge

Encl: None

References: Division Memorandum No. 713, s. 2025

To be indicated in the Perpetual Index
under the following subjects:
RSP/ DIVISION MEMORANDUM/ ADMINISTRATIVE ASSISTANT II

OSDS Personnel Unit – addendum to dm no. 713 s. 2025 re: comparative assessment results (car) of applicants to administrative assistant ii vacant positions
PERIOJ4A-002075/October 29, 2025