



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**



Office of the Schools Division  
Superintendent


March 5, 2024

OFFICE MEMORANDUM  
OSDS – 2024 – 024

**INTERVIEW OF APPLICANTS UNDER GOVERNMENT INTERNSHIP PROGRAM (GIP) AS PARTNER AGENCY OF DEPARTMENT OF LABOR AND EMPLOYMENT**

To: **ANDY P. CABODOC**  
Education Program Supervisor  
Government Internship Program Focal

1. In view of the Job Fair together with partner agencies of the Department of Labor and Employment (DOLE) – Davao de Oro - Government Internship Program (GIP) on March 7, 2024 at the Capitol Ground, Cabidanan, Nabunturan, Davao de Oro, you are hereby advised to conduct interview of applicants slated for the Department of Education – Division of Davao de Oro.
2. Herein personnel are advised to assist Mr. Cabodoc; to set up the area, control the queue of applicants, manage the registration, and acceptance of required pertinent documents prior to actual interview, to wit:
  - 2.1 Teodoro O. Sapio Jr. – Administrative Assistant III
  - 2.2 Ariel L. Lopez – JO, Budget Office
  - 2.3 Joshua Patrick Compoc – JO, Administrative Office
3. As per DOLE, hereto follow are the required pertinent documents and requisites prior to interview proper:
  - 3.1 Application Letter
  - 3.2 Resume / Personal Data Sheet (PDS)
  - 3.3 Birth Certificate
  - 3.4 Diploma / Transcript of Records
  - 3.5 Active Gmail Account
  - 3.6 Applicants above thirty (30) years old are advised to submit certificate of residency indicating affected by natural calamity.
4. Travel and incidental expenses of the personnel involved in the activity shall be charged against Division/School MOOE and/or local funds subject to the usual government accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired

  
**CRISTY C. EPE, CESO V**  
Schools Division Superintendent



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