



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

21 NOV 2025

DIVISION MEMORANDUM
No. 728, s. 2025

DISSEMINATION OF MEMORANDUM ORDER NO. OCA-MO-2025-11-046: PRE-EMPLOYMENT EXAMINATION GUIDELINES FOR JOB ORDER PERSONNEL

To: OIC- Assistant Schools Division Superintendent
OIC- CID Chief Education Supervisor
OIC- SGOD Chief Education Supervisor
School Heads (Public Schools)
All Others Concerned

1. The **Office of the City Administrator, City Government of Imus**, through Memorandum Order No. **OCA-MO-2025-11-046**, has issued the **Pre-Employment Examination Guidelines for Job Order (JO) Personnel**. These guidelines aim to standardize the screening and selection process for new JO applicants and current JO personnel seeking renewal or continuation of service.

2. The guidelines outline the standardized screening and selection process for both new JO applicants and current JO personnel seeking renewal or continuation of service. Key details include:

- **Purpose:** To ensure merit-based and competency-aligned assessment.
- **Coverage:** Applies to new JO applicants and current JO personnel (except those requiring PRC licenses).
- **Examination Schedule:**
November 22, 24, 29, December 6, and December 13, 2025
Venues: New Imus Government Center and Ospital ng Imus
- **Passing Score:** 75%
- **Mandatory Attendance:** Failure to attend without valid reason may affect renewal or engagement.

3. All concerned are directed to disseminate this information to interested personnel and ensure compliance with the guidelines. For inquiries, contact **OCHRMO** via email at **imus.hrmo2022@gmail.com** or call (046) 888-9910 local 322



Address: Toclong I-C, Imus City, Cavite
Telephone No.: (046) 4198450 to 53
Email Address: imus.city@deped.gov.ph
Website: www.depedimuscity.com
Facebook Page: @sdoimuscity



4. Attached herewith is a copy of the said memorandum for reference and further details.
5. Immediate and wide dissemination of this memorandum is desired.



Digitally signed by
Mendoza Homer
Napenas
Date: 2025.11.20
18:35:38 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Encl.: As stated,
Reference: None

To be indicated in the Perpetual Index
under the following subject:
GUIDELINES



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY ADMINISTRATOR

MEMORANDUM ORDER NO: OCA-MO-2025-11-046

19 NOVEMBER 2025

TO : DEPARTMENT/UNIT HEADS AND HR FOCAL PERSONS

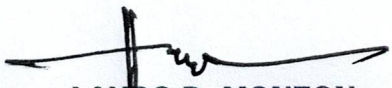
**SUBJECT : PRE-EMPLOYMENT EXAMINATION GUIDELINES
FOR JOB ORDER PERSONNEL**

The Office of the City Human Resource Management Officer (OCHRMO) has formulated the **Guidelines on the Pre-Employment Examination for Job Order (JO) Personnel**.

These guidelines shall serve as part of the standardized screening and selection process for both **new JO applicants** and **current JO personnel** seeking renewal or continuation of service.

For inquiries or clarifications regarding the guidelines, you may contact *Ms. Sabrina Summer S. Medina* via email at hrmo@cityofimus.gov.ph or through (046) 888 9910 local 322.

This is issued for the information and guidance of all concerned.


LAURO D. MONZON
Acting City Administrator



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Province of Cavite
City of Imus

OFFICE OF THE CITY HUMAN RESOURCE MANAGEMENT OFFICER

The **language of the examination** shall **vary based on job groupings**. Tests for operational and field assignments will be administered in Filipino, while tests for administrative and office-based positions will be administered in English.

IV. EXAMINATION COMPONENT

A. Schedule

The examination shall be administered on the following dates:

- November 22, 2025
- November 24, 2025
- November 29, 2025
- December 6, 2025
- December 13, 2025

Examinees shall be informed of their designated date, batch, and venue at least three (3) working days before the scheduled date. A detailed batch schedule and room assignment shall be provided in the attached Annex to these Guidelines.

B. Venues

Examinations shall be conducted at the following official testing areas:

- New Imus Government Center

4th Floor Function Hall

LG Wellness Area

HR Training Room

- Ospital ng Imus

Training Room (for ONI personnel and applicants)

V. ATTENDANCE AND ADMISSION TO THE EXAMINATION

1. **Attendance is mandatory** for all examinees required to undergo testing.
2. A **15-minute grace period** from the official start time shall be observed. Late arrivals beyond this period shall be marked absent.
3. Failure to attend the examination without a valid justification may affect consideration for renewal or engagement.



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4. Personnel unable to attend due to valid reasons (e.g., medical emergencies) must notify the OCHRMO at least one (1) working day before the examination and submit supporting documentation.

VI. EXAMINEE CONDUCT

Examinees are required to observe proper conduct throughout the examination. They shall:

1. Examinees are required to wear proper and presentable attire appropriate for an official government activity. Sleeveless tops, shorts, and inappropriate clothing shall not be allowed.
2. Wear their ARTA ID and sign the attendance sheet before testing.
3. Bring their own writing materials (pen/pencil) and a valid ID.
4. Refrain from using mobile phones, electronic gadgets, or reference materials.
5. Examinees shall follow the designated alphabetical seating arrangement assigned by the OCHRMO to ensure order and proper conduct inside the testing venue.
6. Maintain silence and avoid communicating with other examinees.
7. Follow all instructions issued by the Psychometricians and proctors.

Any form of cheating, disruption, or misconduct shall be recorded and may result in test invalidation or administrative action.

VII. SCORING AND PASSING REQUIREMENTS

1. All examinations shall be scored using standardized answer keys developed by the OCHRMO Psychometrics Team.
2. The **passing score** shall be **seventy-five percent (75%)**.
3. Scores shall be interpreted based on job-related performance expectations and not in comparison with other examinees.
4. Raw scores and individual answer sheets shall not be released to examinees.

VIII. USE OF RESULTS

1. Examination results shall serve as an objective basis for decisions on renewal, non-renewal, initial hiring, or reassignment, subject to operational needs and HR policies.
2. OCHRMO shall transmit consolidated results to the Department/Unit Heads and the City Administrator within ten (10) working days after the conclusion of the examination cycle.



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3. Personnel who meet the cutoff score may be considered for renewal or engagement.
4. Personnel who do not meet the cutoff score may be considered for non-renewal upon contract expiry.

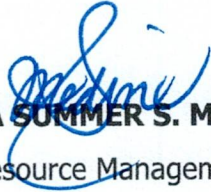
IX. CONFIDENTIALITY

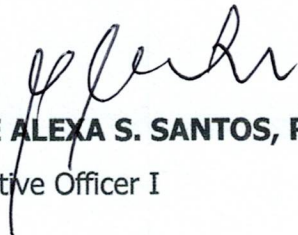
All examination materials and results are strictly confidential. Access shall be limited to authorized OCHRMO personnel. Unauthorized disclosure or discussion of test results is prohibited.

X. EFFECTIVITY


These guidelines shall take effect immediately and shall govern the 2025 pre-employment examination cycle and subsequent cycles until amended.

PREPARED BY:


SABRINA SOMMER S. MEDINA, Rpm
Human Resource Management Officer I


MARJANE ALEXA S. SANTOS, Rpm
Administrative Officer I

APPROVED BY:


VAN CARLYNE F. ROCHA
Acting City Human Resource Management Officer



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OFFICE OF THE CITY HUMAN RESOURCE MANAGEMENT OFFICER

JOB ORDER EXAMINATION SCHEDULE

December 06, 2025	
AM SCHEDULE (8:00 AM-11:00 AM)	
POSITIONS	VENUE
CDRRMO BFP Construction and Maintenance Man	LG Wellness
PM SCHEDULE (1:00 PM-4:00 PM)	
POSITIONS	VENUE
CDRRMO	LG Wellness

December 13, 2025	
AM SCHEDULE (8:00 AM-11:00 AM)	
POSITIONS	VENUE
Administrative/Clerical/Office Workers	4F Function Hall Ospital ng Imus Training Room
Traffic Aides	LG Wellness
PM SCHEDULE (1:00 PM-4:00 PM)	
POSITIONS	VENUE
Administrative/Clerical/Office Workers	4F Function Hall
Traffic Aides	LG Wellness

Disclaimer: All examination dates, batch schedules, and venue assignments are subject to modification as necessary. In the event of any adjustments, the OCHRMO shall notify all concerned examinees and Department/Unit Heads at the earliest possible time.