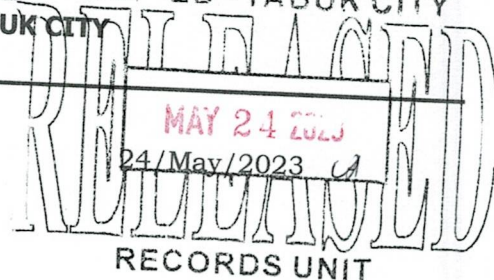




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

Division MEMORANDUM
No. 203, s. 2023



**CONDUCT OF THE PAPER ASSESSMENT, WRITTEN EXAMINATION, SKILLS
TEST AND INTERVIEW OF APPLICANTS TO HEAD TEACHER I
AND ADMINISTRATIVE ASSISTANT II POSITIONS**

To: HRMPSB Members
All others concerned

1. DepEd Order 007, s. 2023 stipulates that the HRMPSB shall assess the applicants based on the principles of merit and fitness and in accordance with the approved criteria and point system to determine the top candidate most qualified for appointment to the vacant position. It also provides the adoption of the Open Ranking System to ensure transparency in the process and results of the comparative assessment.

2. Relevant to this, the Schools Division of Tabuk City will conduct the paper assessment and Open Ranking System for vacant Head Teacher I and Administrative Assistant II positions on June 8-9, 2023 at the SDO Tabuk Conference Hall. Specific schedule of the activities are as follows:

Date	Time	Activity	Vacant Position
June 08, 2023	08:30-12:00	Paper Assessment	Head Teacher I
	01:15-02:30	Written Examination	
	02:45-04:00	Interview	
June 09, 2023	08:00-12:30	Paper Assessment	Administrative Asst II
	01:00-02:15	Written Examination	
	02:30-03:45	Skills Test	
	04:00-05:15	Interview	

3. The following applicants are advised to be present at the venue 15 minutes before the call time:

Head Teacher I Applicants	Administrative Assistant II Applicants
1. HT_01	1. ADASII_01
2. HT_02	2. ADASII_02
3. HT_03	3. ADASII_03
4. HT_04	4. ADASII_04
5. HT_05	5. ADASII_05
6. HT_06	6. ADASII_07



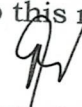
Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



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7. HT_08 8. HT_07	7. ADASII_08 8. ADASII_09 9. ADASII_10 10. ADASII_11 11. ADASII_12 12. ADASII_13
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4. Meals and snacks of the members of the HRMPSB and other expenses relevant to the conduct of the activity shall be charged to local funds subject to the usual accounting and auditing procedures.
5. Immediate dissemination of and compliance to this memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent 



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>