



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



May 13, 2024

DIVISION MEMORANDUM

No. 180 s. 2024

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
HRMPSB MEMBERS
ALL CONCERNED APPLICANTS

**SCHEDULE OF WRITTEN EXAMINATION, BEHAVIORAL EVENTS INTERVIEW,
SKILLS TEST AND PAPER ASSESSMENT OF FOLDERS OF APPLICANTS
FOR ADMINISTRATIVE SUPPORT II (SBFP COS)**

1. The Schools Division of Tabuk City through the Human Resource Merit, Promotion and Selection Board (HRMPSB) will conduct the **written examination, BEI, skills test, and paper assessment** of folders of applicants for Administrative Support II, as follows:

Application Code	Activity	Time and Date	Person Involved	Venue
ASII-2024-001 ASII-2024-003	Written Examination BEI Skills Test Paper Assessment	3:00-5pm May 14, 2024	ASDS SGOD Chief MO II AO V HRMO Secretariat	SDO Tabuk City Conference Hall

2. All applicants are advised to bring their original folder/copies on their scheduled paper assessment for verification purposes.
3. Applicants are also advised to be at the waiting area 30 minutes before the start of their scheduled activity.
4. Immediate dissemination and compliance to this memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent 



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



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