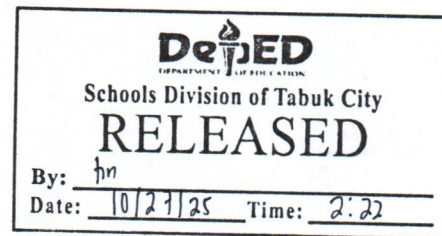




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



October 27, 2025

Division Memorandum

No. 495, s. 2025

“SCHEDULE OF CONDUCT OF COMPUTER-ASSISTED ASSESSMENT OF POTENTIAL OF APPLICANTS FOR VARIOUS NON-TEACHING POSITIONS AND CHECKING OF BEI AND SKILLS TEST.”

To: Asst. Schools Division Superintendent
Members of the HRMPSB
All Others Concerned

1. The Schools Division of Tabuk City, through the Human Resource Merit, Promotion and Selection Board (HRMPSB), will conduct the computer-assisted assessment of applicants' potential for Various Non-Teaching Positions **October 28, 2025, 8:30 a.m. onwards** at the **Katapatan Hall**, 1st Floor, CID Building, SDO Tabuk City.
2. *The following are the Members of the HRMPSB for Non-Teaching Positions, to wit:*
 - a. Jan Nowel E. Peña, ASDS Chairperson
 - b. Sally P. Feken, CES Member
 - c. Dorothy S. Asingal, AO V Member
 - d. Nicasio C. Sumarita Jr. EPS (NEU) Member
 - e. Catherine M. Badong, HRMO Member
 - f. Joshua A. Rebancos, ADAVI Secretariat
3. *The following are the applicants and the schedules:*
 - a. **All Administrative Officer II Applicants**
 - b. **All Administrative Aide VI Applicants**

October 28, 2025- Potential

8:30 a.m. – Written Test
9:15 a.m. – Skills Test (Work Sample Test)
10:15 a.m. – Behavioral Events Interview (BEI)

November 3, 2025- Checking (Katarungan Conference Hall)

8:30 a.m. onwards – Checking of BEI and Skills Test

4. The following are the assessors for *Behavioral Events Interview*:
 - a. Mildred S. Cabay, PIV
 - b. Dolores D. Ganotice, SPII
 - c. Nicasio C. Sumarita Jr., EPS
5. The following are the assessors for *Skills Test*:
 - a. Jan Nowel E. Peña, ASDS- Chairperson
 - b. Lovelyn L. Mukay, AO IV- Records Officer
 - c. Allan S. Dumalsin- Information Technology Officer I



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
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DepEd Tayo Tabuk City



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6. All applicants are advised to comply with the following requirements:
 - a. Applicants are advised to **bring their laptop, calculator, and extension cord** on the scheduled date of the computer-assisted assessment of applicants' potential. Laptops shall be submitted to the secretariat for inspection 30 minutes before the start of the assessment.
 - b. **Applicants are required to have a personal gmail account and rename it** using the application code generated and sent to your email (e.g **AO2-01 ; ADA6-01**) to facilitate participation in the Written Test, Work Sample Test, and Behavioral Events Interview. Internal applicants are not allowed to use their DepEd account.
 - c. Applicants are given 2 hours and 30 minutes to finish all the components of the assessment, namely: Written Test, Work Sample Test, and Behavioral Events Interview (BEI).
7. Should there be any further clarification, please contact the HR Section at hmrpsbsdtabukcity@gmail.com
8. Immediate dissemination of and compliance with this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

For the Authority of the Schools Division Superintendent


JAN NOWEL E. PEÑA
Assistant Schools Division Superintendent

