



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



January 3, 2024

**DIVISION MEMORANDUM**

No. 04 s. 2024

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
 HRMPSB MEMBERS  
 ALL CONCERNED APPLICANTS

**SCHEDULE OF WRITTEN EXAM FOR ADMINISTRATIVE AIDE VI (ADA VI)  
 AND ADMINISTRATIVE OFFICER I (AO I) AND PAPER ASSESSMENT OF  
 FOLDERS OF APPLICANTS FOR MASTER TEACHER II (KNHS) AND  
 MASTER TEACHER I (ELEM.) and it's  
 ANTICIPATED VACANCIES**

- Relative to Division Memorandum No. 417 & 457 s. 2023, the Schools Division of Tabuk City through the Human Resource Merit, Promotion and Selection Board (HRMPSB) will conduct **written examination** of applicants for ADA VI and AO I and **paper assessment** of folders of applicants for MT II (KNHS) and MT I (Elem.) and it's anticipated vacancies, as follows:

Application Code	Activity	Time and Date	Person Involved	Venue
AO I-001 ADA VI-005 AO I-002 ADA VI-006 AO I-004 ADA VI-007 AO I-005 ADA VI-009 AO I-006 ADA VI-012 AO I-007 ADA VI-013 AO I-010 ADA VI-014 AO I-012 ADA VI-015 AO I-013 ADA VI-017 AO I-014 ADA VI-018 AO I-015 ADA VI-020 AO I-016 ADA VI-021 ADA VI-023 ADA VI-024	Written Examination	8:00am to 12noon  January 9, 2024	ASDS HRMO Secretariat	SDO Tabuk City Conference Hall
TIII/TII-05-CN49/50 TIII/TII-06-CN49/50 TIII/TII-07-CN49/50 TIII/TII-08-CN49/50 TIII/TII-09-CN49/50 TIII/TII-10-CN49/50 TIII/TII-11-CN49/50 TIII/TII-12-CN49/50 TIII/TII-13-CN49/50	Written Examination	1:00pm to 5:00pm  January 9, 2024	ASDS HRMO Secretariat	SDO Tabuk City Conference Hall



**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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MTII-01-CN53 MTII-02-CN53 MTII-03-CN53 MTII-04-CN53	Paper Assessment	8:00am to 12noon January 10, 2024	ASDS SGOD Chief AO V Elem. Teachers Ass. HRMO Secretariat	SDO Tabuk City Conference Hall
MTI-01-CN53 MTI-02-CN53 MTI-03-CN53 MTI-04-CN53 MTI-05-CN53 MTI-06-CN53 MTI-07-CN53	Paper Assessment	1:00pm to 5:00pm January 10, 2024	ASDS SGOD Chief AO V Elem. Teachers Ass. HRMO Secretariat	SDO Tabuk City Conference Hall
MTII/I-01-CN49/50 MTII-02-CN49/50 MTII-03/MTI-09-CN49/50 MTII-04/MTI-10-CN49/50 MTII-05-CN49/50 MTII-06-CN49/50 MTII-07/MTI-11-CN49/50 MTII-08-CN49/50 MTII-09-CN49/50	Paper Assessment	8:00am to 12noon January 11, 2024	ASDS SGOD Chief AO V Sec. Teachers Ass. HRMO Secretariat	SDO Tabuk City Conference Hall
MTI-02-CN49/50 MTI-03-CN49/50 MTI-04-CN49/50 MTI-05-CN49/50 MTI-06-CN49/50 MTI-07-CN49/50	Paper Assessment	1:00pm to 5:00pm January 11, 2024	ASDS SGOD Chief AO V Sec. Teachers Ass. HRMO Secretariat	SDO Tabuk City Conference Hall
MTI-08-CN49/50 MTI-12-CN49/50 MTI-13-CN49/50 MTI-14-CN49/50 MTI-15-CN49/50 MTI-17-CN49/50	Paper Assessment	8:00am to 12noon January 12, 2024	ASDS SGOD Chief AO V Sec. Teachers Ass. HRMO Secretariat	SDO Tabuk City Conference Hall
TIII/TII-01-CN49/50 TIII/TII-02-CN49/50 TIII/TII-03-CN49/50 TIII/TII-04-CN49/50 TIII/TII-05-CN49/50 TIII/TII-06-CN49/50 TIII/TII-07-CN49/50 TIII/TII-08-CN49/50 TIII/TII-09-CN49/50 TIII/TII-10-CN49/50 TIII/TII-11-CN49/50	Paper Assessment	1:00pm to 5:00pm January 12, 2024	ASDS SGOD Chief AO V Sec. Teachers Ass. HRMO Secretariat	SDO Tabuk City Conference Hall



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TIII/TII-12-CN49/50				
TIII/TII-13-CN49/50				

2. All applicants are advised to bring their original folder/copies for verification purpose.
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 