



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

March 12, 2024

Division MEMORANDUM
 No. 92, s. 2024

**SCHEDULE OF INTERVIEW, WRITTEN EXAM, AND PAPER ASSESSMENT OF APPLICANTS
 FOR ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II**

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

- The Schools Division of Tabuk City through the Human Resource Merit, Promotion and Selection Board (HRMPSB) will conduct the **written exam, and paper assessment, BEI, Skills test, and paper assessment** of folders of applicant for Administrative Assistant III and Administrative Assistant II, as follows:

Application Code	Activity	Time and Date	Person Involved	Venue
ADASIII-01-CN21 ADASIII-02-CN21 ADASIII-03-CN21 ADASIII-04-CN21 ADASIII-05-CN21 ADASIII-06-CN21 ADASIII-07-CN21 ADASIII-08-CN21	Written Examination BEI Skills Test	08:00am-12nn	HRMO Secretariat	SDO Tabuk City Conference Hall
ADASIII-16-CN21 ADASIII-17-CN21 ADASIII-18-CN21 ADASIII-19-CN21 ADASIII-20-CN21 ADASIII-21-CN21 ADASIII-22-CN21 ADASIII-23-CN21 ADASIII-24-CN21 ADASIII-25-CN21 ADASIII-26-CN21 ADASIII-27-CN21 ADASIII-28-CN21	Paper Assessment	1:00-5pm March 14, 2024	ASDS SGOD Chief NEU Pres. AOV HRMO Secretariat	
ADASII-07-CN21 ADASII-08-CN21 ADASII-10-CN21 ADASII-11-CN21	Written Examination BEI Skills Test	08:00am-12nn	HRMO Secretariat	SDO Tabuk City



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
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ADASII-12-CN21 ADASII-13-CN21 ADASII-14-CN21 ADASII-15-CN21 ADASII-16-CN21 ADASII-17-CN21 ADASII-18-CN21 ADASII-19-CN21 ADASII-20-CN21 ADASII-22-CN21 ADASII-24-CN21 ADASII-26-CN21 ADASII-27-CN21 ADASII-29-CN21 ADASII-30-CN21 ADASII-33-CN21 ADASII-36-CN16 ADASII-37-CN16 ADASII-39-CN16 ADASII-41-CN16 ADASII-42-CN16 ADASII-43-CN16 ADASII-44-CN16	Paper Assessment	1:00-5pm March 15, 2024	ASDS SGOD Chief NEU Pres. AOV HRMO Secretariat	Conference Hall
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2. Applicants are advised to bring their original folder/copies on their schedules paper assessment for verification purposes. In addition, bring their own ballpen, laptop and extension cord.
3. Applicants are also advised to be at the waiting area 30 minutes before the start of their scheduled activity.
4. Immediate dissemination of and compliance to this memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
 Schools Division Superintendent



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