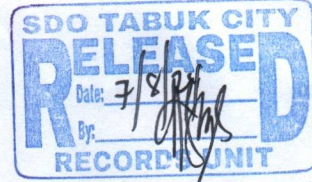




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Tabuk City



July 8, 2024

DIVISION MEMORANDUM
 No. 245 s. 2024

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
 HRMP SB MEMBER
 ALL CONCERNED APPLICANTS

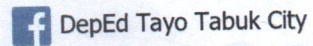
**CONDUCT OF A COMPUTER-ASSISTED ASSESSMENT OF APPLICANTS' POTENTIALS
 FOR VACANT POSITIONS OF ADMINISTRATIVE OFFICER V
 AND ADMINISTRATIVE OFFICER II**

1. The Schools Division of Tabuk City through the Human Resource Merit, Promotion and Selection Board (HRMP SB) will conduct the **skill test of applicants for Administrative Officer II and Administrative Officer V, as follows:**

Position	Application Code	Time and Date	Activity	Person Involved	Venue
Administrative Officer V	AOV-12-CN33	July 9, 2024	Assessment of potential	ASDS SGOD Chief	Conference Hall
	AOV-13-CN33	7:30am	Registration and inspection of laptop	AO V AO IV- HRMO	
	AOV-14-CN33	8:00am	Start of orientation		
	AOV-15-CN33	8:30- 11:00am	Conduct of assessment; Written Test Skills Test BEI		
Administrative Officer II	AOV-16-CN33	July 9, 2024	Registration and inspection of laptop	ASDS SGOD Chief	Conference Hall
	AOV-17-CN33	12:30pm	Start of orientation	AO V AO IV- HRMO	
	AOV-18-CN33	1:00pm	Conduct of assessment; Written Test		
	AOV-19-CN33	1:30- 4:00pm			
	AOV-20-CN33				
	AOV-21-CN33				
	AOV-22-CN33				
	AOV-23-CN33				
	AOV-24-CN33				
	AOII_030_CN37				
	AOII_031_CN37				
	AOII_032_CN37				
AOII_033_CN37					
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AOII_038_CN37					
AOII_039_CN37					
AOII_040_CN37					
AOII_041_CN37					
AOII_042_CN37					



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



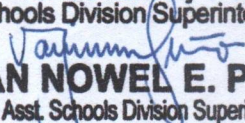


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2. Applicants are advised to comply with the following requirements;
 - a. All applicants are advised to bring their laptop and extension cord. Laptops shall be submitted to the secretariat for inspection 30 minutes before the start of the assessment.
 - b. Applicants are required to have and use a personal gmail account to facilitate participation in the Written Test, Skills Test and Behavioral Events Interview (BEI). Internal applicants shall likewise use their personal gmail account. The use of the DepEd account is not allowed.
 - c. Applicants are given 2 hours and 30 minutes to finish all the components of the assessment, namely: Written Test, Skill Test, and Behavioral Events Interview (BEI).
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

For the authority of the
Schools Division Superintendent

JAN NOWEL E. PEÑA
OIC Asst. Schools Division Superintendent



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 DepEd Tayo Tabuk City