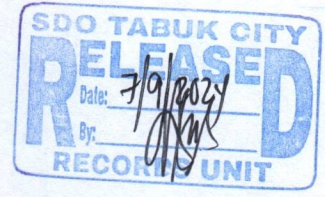




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



July 9, 2024

DIVISION MEMORANDUM
No. 249 s. 2024

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
HRMPSB MEMBERS
ALL CONCERNED APPLICANTS

**CONDUCT OF A COMPUTER-ASSISTED ASSESSMENT OF APPLICANTS' POTENTIALS
AND PAPER ASSESSMENT FOR VACANT POSITION OF ACCOUNTANT I**

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

Position	Application Code	Time and Date	Activity	Person Involved	Venue
Accountant I	ACC_001_CN30 ACC_002_CN30	July 10, 2024	Assessment of potential	ASDS SGOD Chief School Head AO V HRMO Secretariat	Conference Hall
		7:30am	Registration and inspection of laptop		
		8:00am	Start of orientation		
		8:30-11:00am	Conduct of assessment; Written Test Skills Test BEI		
		11:00-12:00nn	Paper Assessment		

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.



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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- 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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