



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



July 25, 2024

DIVISION MEMORANDUM

No. 276 s. 2024

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
 HRMPSB MEMBERS
 ALL CONCERNED APPLICANTS

CONDUCT OF A COMPUTER-ASSISTED ASSESSMENT OF POTENTIALS AND PAPER ASSESSMENT OF FOLDERS OF ASPIRING TEACHER-IN-CHARGE

1. The Schools Division of Tabuk City through the Human Resource Merit, Promotion and Selection Board (HRMPSB) will conduct the **written examination, behavioral events interview and paper assessment** of folders of applicants for aspiring Teacher-in-Charge, as follows:

Application Code	Activity	Time and Date	Person Involved	Venue
TIC-01-2024E TIC-02-2024E TIC-03-2024E TIC-04-2024E TIC-05-2024E TIC-06-2024E TIC-07-2024E TIC-08-2024E TIC-09-2024E	Registration and inspection of laptop	July 26, 2024 7:30am	ASDS SGOD Chief AO V PSDS Rep. HRMO Secretariat	SDO Tabuk City Conference Hall
TIC-10-2024E TIC-11-2024E TIC-12-2024E TIC-13-2024E TIC-14-2024E TIC-15-2024E TIC-16-2024E TIC-17-2024E TIC-18-2024E TIC-19-2024E TIC-20-2024E TIC-21-2024E TIC-22-2024E	Start of orientation	8:00am		
TIC-23-2024E TIC-24-2024E TIC-25-2024E TIC-26-2024S TIC-27-2024S TIC-28-2024S TIC-29-2024S TIC-30-2024S	Conduct of Assessment Paper Assessment	8:30-10:15 July 31, 2024 8:00am - 5:00pm		






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TIC-31-2024S				
TIC-32-2024S				
TIC-33-2024S				
TIC-34-2024S				
TIC-35-2024S				

2. Aspiring TICs are advised to comply with the following requirements:
 - a. All aspiring TICs are advised to bring their laptop and extension cord on the scheduled assessment (July 26). Laptops shall be submitted to the Secretariat for inspection 30minutes before the start of assessment.
 - b. Aspirants are required to have and use a personal gmail account (not deped email) to facilitate participation in the written test and behavioral events interview. The use of the DepEd account is not allowed.
3. All aspirants are advised to bring their original folder/copies on their scheduled paper assessment for verification purposes.
4. Applicants are also advised to be at the waiting area 30 minutes before the start of their scheduled activity.
5. Immediate dissemination and compliance to this memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent 