



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



July 14, 2024

DIVISION MEMORANDUM  
 No. 305 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 ADMINISTRATIVE OFFICER IV AND ADMINISTRATIVE ASSISTANT III**

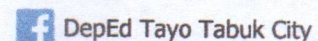
- The Schools Division of Tabuk City through the Human Resource Merit, Promotion and Selection Board (HRMPSB) will conduct the **skills test and paper assessment of folders of applicants for Administrative Officer IV and Administrative Assistant III, as follows:**

Position	Application Code	Time and Date	Activity	Person Involved	Venue
Administrative Officer IV		August 23, 2024	Assessment of potential	ASDS SGOD Chief	Conference Hall
Administrative Assistant III		7:30am	Registration and inspection of laptop	School Head AO V HRMO Secretariat	
		8:00am	Start of orientation		
		8:30-11:30am	Conduct of assessment; Written Test Skills Test BEI		

- Applicants are advised to comply with the following requirements;



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





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

---

- 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



---

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

DepEd Tayo Tabuk City