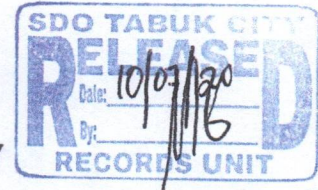




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF TABUK CITY**  
 Tabuk City, Kalinga



October 4, 2024

Division MEMORANDUM  
 No. 519, s. 2024

**CONDUCT OF A COMPUTER-ASSISTED ASSESSMENT OF APPLICANTS' POTENTIAL  
 AND A PAPER ASSESSMENT OF ADMINISTRATIVE OFFICER II  
 AND ADMINISTRATIVE ASSISTANT II**

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

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 Administrative Officer II and Administrative Assistant II, as follows:

Position	Application Code	Time and Date	Activity	Person Involved	Venue
AO II	AOII-54-CN68	<b>October 8, 2024</b>	Assessment of Potential	ASDS SGOD Chief School Head	Conference Hall
ADAS II	AOII-55-CN68				
	AOII-56-CN68	7:30 am	Registration and inspection of laptop	AO V HRMO Secretariat	
	AOII-57-CN68				
	AOII-58-CN68	8:00 am	Start of orientation		
	AOII-59-CN68				
	AOII-60-CN68				
	AOII-61-CN68				
	AOII-62-CN68				
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	AOII-74-CN68				
	AOII-75-CN68				
	AOII-76-CN68				
	AOII-77-CN68				
	AOII-78-CN68				
	AOII-79-CN68				
	AOII-80-CN68				
	ADASII-45-CN69				
	ADASII-49-CN69				
	ADASII-50-CN69				
	ADASII-51-CN69				



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga  
 Email: tabuk.city@deped.gov.ph

depedtabukcity.com

DepEd Tayo Tabuk City







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ADASII-53-CN69 ADASII-55-CN69					
AOII-54-CN68 AOII-55-CN68 AOII-56-CN68 AOII-57-CN68 AOII-58-CN68 AOII-59-CN68 AOII-60-CN68 AOII-61-CN68 AOII-62-CN68 AOII-63-CN68 AOII-64-CN68	1:00-5:00	Paper Assessment			
AOII-65-CN68 AOII-66-CN68 AOII-67-CN68 AOII-68-CN68 AOII-69-CN68 AOII-70-CN68 AOII-71-CN68 AOII-72-CN68 AOII-73-CN68 AOII-74-CN68 AOII-75-CN68	<b>October 9, 2024</b> 8:00-12:00	Paper Assesment	ASDS SGOD Chief School Head AO V HRMO Secretariat	Conference Hall	
AOII-76-CN68 AOII-77-CN68 AOII-78-CN68 AOII-79-CN68 AOII-80-CN68 ADASII-45-CN69 ADASII-49-CN69 ADASII-50-CN69 ADASII-51-CN69 ADASII-53-CN69 ADASII-55-CN69	1:00- 5:00				

2. Applicants are advised to comply with the following requirements;
- 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.
  - Applicants are required to have and use a personal gmail account to facilitate participation in the Written Test, Skills Test and Behavioral






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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 