



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



November 25, 2024

DIVISION MEMORANDUM

No. 479 s. 2024

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

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
 HRMPSB MEMBERS
 ALL CONCERNED APPLICANTS

1. The Schools Division of Tabuk City through the Human Resource Merit, Promotion and Selection Board (HRMPSB) will conduct the **computer-assisted assessment of applicants' potential and paper assessment** of folders of applicants for Administrative Assistant II, as follows:

Application Code	Activity	Time and Date	Person Involved	Venue
ADASII-59-CN71 ADASII-60-CN71 ADASII-61-CN71 ADASII-62-CN71 ADASII-64-CN71	Assessment of Potential	Nov. 28, 2024	ASDS SGOD Chief AO V	SDO Tabuk City Conference Hall
	Registration and inspection of laptop	7:30am	Division Accountant HRMO Secretariat	
	Orientation	8:00am onwards		
	Conduct of written test, BEI and skills test			
	Paper Assessment			

2. All applicants are advised to comply with the following requirements:
 - a. 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.



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- b. Applicants are required to have a gmail account using the application code sent through text/messenger to facilitate participation in the Written Test, Skills Test and Behavioral Events Interview. Internal applicants are not allowed to use their DepEd account.
- c. Applicants are given 2 hours and 30 minutes to finish all the components of the assessment, namely: Written Test, Skills Test, and Behavioral Events Interview (BEI).
3. Applicants are also advised to bring their original folder/copies on their scheduled paper assessment for verification purposes and 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

Assistant Schools Division Superintendent