



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



December 9, 2024

DIVISION MEMORANDUM

No. 502 s. 2024

CONDUCT OF COMPUTER-ASSISTED ASSESSMENT OF APPLICANTS' POTENTIAL AND PAPER ASSESSMENT OF SENIOR EDUCATION PROGRAM SPECIALIST (SEPS), ADMINISTRATIVE ASSISTANT III (ADAS III) AND ADMINISTRATIVE AIDE VI (ADA VI)

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 Senior Education Program Specialist (SEPS), Administrative Assistant III (ADAS III) and Administrative Aide VI (ADA VI), as follows:

Application Code	Activity	Time and Date	Person Involved	Venue
SEPS-01-CN78 SEPS-02-CN78 SEPS-03-CN78 SEPS-04-CN78	Computer-Assisted Assessment of Applicants' Potential	December 12, 2024 8:00-12nn (SEPS/ADASIII)	ASDS SGOD Chief AO V HRMO Secretariat	SDO Tabuk City Conference Hall
ADASIII-63-CN75 ADASIII-67-CN75	Registration and inspection of laptop	1:00-5:00pm (ADA VI)		
ADAVI-78-CN75 ADAVI-79-CN75 ADAVI-80-CN75 ADAVI-81-CN75 ADAVI-82-CN75 ADAVI-83-CN75 ADAVI-85-CN75 ADAVI-86-CN75 ADAVI-87-CN75 ADAVI-88-CN75 ADAVI-89-CN75 ADAVI-90-CN75 ADAVI-91-CN75 ADAVI-92-CN75	Orientation Conduct of written test, BEI and skills test			



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga

Email: tabuk.city@deped.gov.ph

Website: <https://www.depedtabukcity.com>



DepEd Tayo Tabuk City



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

SEPS-01-CN78 SEPS-02-CN78 SEPS-03-CN78 SEPS-04-CN78 ADASIII-63-CN75 ADASIII-67-CN75	Paper Assessment	Dec 13, 2024 8:00-12nn (SEPS/ADASIII)	ASDS SGOD Chief AO V Division Accountant HRMO Secretariat	SDO Tabuk City Conference Hall
ADAVI-78-CN75 ADAVI-79-CN75 ADAVI-80-CN75 ADAVI-81-CN75 ADAVI-82-CN75 ADAVI-83-CN75 ADAVI-85-CN75 ADAVI-86-CN75 ADAVI-87-CN75 ADAVI-88-CN75 ADAVI-89-CN75 ADAVI-90-CN75 ADAVI-91-CN75 ADAVI-92-CN75	Paper Assessment	1:00- 5:00pm (ADA VI)		

2. All applicants are advised to comply with the following requirements:
 - a. Applicants are advised to bring their laptop and extension cord on the scheduled date of computer-assisted assessment of applicants' potential. Laptops shall be submitted to the secretariat for inspection 30 minutes before the start of the assessment.
 - 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