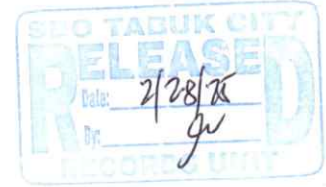




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



February 28, 2025

DIVISION MEMORANDUM

No. 86 s. 2025

**CONDUCT OF COMPUTER-ASSISTED ASSESSMENT
 OF APPLICANTS' POTENTIAL AND PAPER ASSESSMENT OF EDUCATION PROGRAM
 SPECIALIST II (EPS II), ADMINISTRATIVE OFFICER I (AO I), ADMINISTRATIVE
 ASSISTANT II (ADAS II), AND ADMINISTRATIVE AIDE IV (ADA IV)**

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 Education Program Specialist II (EPS II), Administrative Officer (AO I), Administrative Assistant II (ADAS II) and Administrative Aide IV (ADA IV), as follows:

Application Code	Activity	Time and Date	Person Involved	Venue
EPSII2025-001-CN06 EPSII2025-002-CN06 EPSII2025-003-CN06 EPSII2025-005-CN06 EPSII2025-006-CN06	Paper Assessment	March 4, 2025 8:00am-12nn	ASDS SGOD Chief AO V HRMO Secretariat	SDO Tabuk City Katarungan Conference Hall (2 nd Flr. Main Bldg.)
ADASII2025-001-CN06 ADASII2025-002-CN06 ADASII2025-003-CN06 ADASII2025-004-CN06		March 4, 2025 1:00-5:00pm	Accountant	
AOI2025-001-CN06 AOI2025-002-CN06 AOI2025-003-CN06 AOI2025-004-CN06 AOI2025-005-CN06 AOI2025-006-CN06 AOI2025-007-CN06 AOI2025-008-CN06 AOI2025-009-CN06 AOI2025-010-CN06 AOI2025-011-CN06 AOI2025-012-CN06 AOI2025-013-CN06	Paper Assessment	March 5, 2025 8:00am-12nn	ASDS SGOD Chief AO V HRMO Secretariat SH-TCNHS	SDO Tabuk City Katarungan Conference Hall (2 nd Flr. Main Bldg.)



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

Email: tabuk.city@deped.gov.ph

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



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AOI2025-014-CN06 AOI2025-015-CN06 AOI2025-016-CN06 AOI2025-017-CN06 AOI2025-018-CN06 AOI2025-019-CN06 AOI2025-020-CN06 AOI2025-021-CN06	Paper Assessment	March 5, 2025 8:00am-12nn		
ADAIV2025-001-CN06 ADAIV2025-002-CN06 ADAIV2025-003-CN06 ADAIV2025-004-CN06 ADAIV2025-005-CN06 ADAIV2025-006-CN06 ADAIV2025-007-CN06 ADAIV2025-008-CN06 ADAIV2025-009-CN06 ADAIV2025-010-CN06 ADAIV2025-011-CN06 ADAIV2025-012-CN06 ADAIV2025-013-CN06 ADAIV2025-014-CN06 ADAIV2025-015-CN06 ADAIV2025-016-CN06 ADAIV2025-017-CN06 ADAIV2025-018-CN06 ADAIV2025-019-CN06 ADAIV2025-020-CN06 ADAIV2025-021-CN06	Paper Assessment	March 5, 2025 1:00-5:00pm	ASDS SGOD Chief AO V HRMO Secretariat	SDO Tabuk City Katarungan Conference Hall (2 nd Flr. Main Bldg.)
All applicants whose application codes specified above	Computer-Assisted Assessment of Applicants' Potential Registration and inspection of laptop Orientation Conduct of written test, BEI and skills test	March 3, 2025 1:30-2:00pm 2:00-5:00pm	ASDS SGOD Chief AO V HRMO Secretariat	SDO Tabuk City Katapatan Conference Hall (1 st Flr. CID Bldg.)



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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 (ex: ADASII2025-001-CN06@gmail.com)** 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. For further inquiries, send your queries to hrmpsbsdtabukcity@gmail.com
5. 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


SIXTO D. LANG-AY JR.
Division Accountant
Officer-in-Charge



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