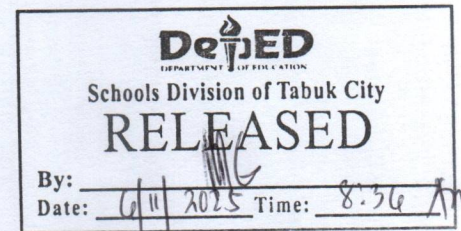




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



June 11, 2025

Division Memorandum

No. 237, s. 2025

**"SCHEDULE OF CONDUCT OF COMPUTER-ASSISTED ASSESSMENT OF
POTENTIAL AND PAPER ASSESSMENT OF APPLICATION FOLDERS OF
APPLICANTS FOR VARIOUS POSITIONS"**

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

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 for HTIII, AOII, and skills test of Security Guard. **(Please see enclosures for schedules and application codes)**

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

a. Applicants are advised to **bring their laptop, calculator, 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: HT3-1-CN18-25JHS@gmail.com)** using the application code generated and sent to your email 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. The following are the Interim Members of the HRMPSB for Non-teaching Positions:

Jan Nowel E. Peña, ASDS	Chairperson
Sally P. Feken, CES	Member
Nicasio C. Sumarita Jr., EPS	Member
James Caesar A. Dayao, AOIV	Member
Catherine M. Badong, HRMO	Member
Joshua A. Rebancos, ADAVI	Secretariat

Note: For the School Administration positions, the regulars members of the HRMPSB shall facilitate the open ranking system.

4. The following are the assessors for the BEI and skills test of AO II applicants on June 18, 2025, 8:00-5:00pm at Katarungan Conference Hall:

Behavioral Events Interview

Vincent B. Martinez	Mary Jane G. Gumabol
Marilyn B. Pecua	Charlie B. Marallag
Nicasio C. Sumarita Jr.	Marilyn L. Talingdan
Gemmaline C. Bumanglag	Geraldo L. Baligod
Maribel B. Gayodan	Andrew G. Banatao



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

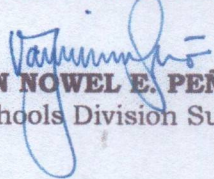
Skills Test Assessors/Evaluators

Records Management:	Jan Nowel E. Peña	Lovelyn L. Mukay
Property Custodianship	James Ceasar A. Dayao	Allan S. Dumalsin
Personnel Administration	Catherine M. Badong	Dolores D. Ganotice
Financial Management	Joseph B. Siddayao Jr.	Celso U. Paguel Jr.

5. For further inquiries, send your queries to hmpsbdsdotabukcity@gamil.com
6. Immediate dissemination of 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

Enclosure 1 Schedule of Potential and Paper Assessment

Position Applied	Activity	Date	Time	Person Involved	Venue
Head Teacher III	Computer-Assisted Assessment of Applicants' Potential	June 16, 2025	9:00-12nn	HRMPSB Members	Katarungan Hall 2 nd Flr. Main Bldg
School Principal I (Reclass)	BEI (Oral Interview)	June 16, 2025	9:00-3:00pm	HRMPSB Members	Katarungan Hall 2 nd Flr. Main Bldg
Security Guard	Potential	June 11 & 13, 2025	8am-5pm	Guard on Duty	SDO Main Gate (Entrance)
	BEI (Oral Interview)	June 16, 2025	3:00-5:00pm	HRMPSB Members	Katarungan Hall 2 nd Flr. Main Bldg
Admin. Officer II	Computer-Assisted Assessment of Applicants' Potential	June 17, 2025	8:00-12nn	HRMPSB Members	Katapatan Hall Kagitingan Hall
Head Teacher III	Paper Assessment	June 17, 2025	1:00-4:00pm	HRMPSB Members	Katarungan Hall
Security Guard	Paper Assessment	June 17, 2025	4-4:30pm	HRMPSB Members	Katarungan Hall
TII & SST 1	Paper Assessment	June 17, 2025	4:30-5pm	HRMPSB Members	Katarungan Hall
Admin. Officer II	BEI Assessment	June 18, 2025	8:00-5:00pm	Identified Assessors	Katarungan Hall
	Skills Assessment	June 18, 2025	8:00-5:00pm	Identified Assessors	Katarungan Hall
	Paper Assessment	June 20 & 23, 2025	8:00-5:00pm	Interim Members	Katapatan Hall
School Principal I (Reclass)	Paper Assessment	June 24, 2025	8:00-5:00pm	HRMPSB Members	Katarungan Hall 2 nd Flr. Main Bldg

Enclosure 2 Application Codes of Applicants

#	APPLICATION CODES	#	APPLICATION CODES	#	APPLICATION CODES	#	APPLICATION CODES
1	AO2-1-CN23:28-25	56	AO2-89-CN23:28-25	111	AO2-156-CN23:28-25	166	AO2-231-CN23:28-25
2	AO2-2-CN23:28-25	57	AO2-90-CN23:28-25	112	AO2-157-CN23:28-25	167	AO2-235-CN23:28-25
3	AO2-3-CN23:28-25	58	AO2-91-CN23:28-25	113	AO2-158-CN23:28-25	168	AO2-236-CN23:28-25
4	AO2-8-CN23:28-25	59	AO2-92-CN23:28-25	114	AO2-159-CN23:28-25	169	AO2-239-CN23:28-25
5	AO2-9-CN23:28-25	60	AO2-93-CN23:28-25	115	AO2-160-CN23:28-25	170	AO2-240-CN23:28-25
6	AO2-10-CN23:28-25	61	AO2-95-CN23:28-25	116	AO2-162-CN23:28-25	171	AO2-241-CN23:28-25
7	AO2-11-CN23:28-25	62	AO2-96-CN23:28-25	117	AO2-163-CN23:28-25	172	AO2-242-CN23:28-25
8	AO2-12-CN23:28-25	63	AO2-97-CN23:28-25	118	AO2-164-CN23:28-25	173	AO2-243-CN23:28-25
9	AO2-17-CN23:28-25	64	AO2-98-CN23:28-25	119	AO2-165-CN23:28-25	174	AO2-247-CN23:28-25
10	AO2-19-CN23:28-25	65	AO2-100-CN23:28-25	120	AO2-167-CN23:28-25	175	AO2-249-CN23:28-25
11	AO2-20-CN23:28-25	66	AO2-101-CN23:28-25	121	AO2-168-CN23:28-25	176	AO2-250-CN23:28-25
12	AO2-23-CN23:28-25	67	AO2-102-CN23:28-25	122	AO2-169-CN23:28-25	177	AO2-251-CN23:28-25
13	AO2-25-CN23:28-25	68	AO2-103-CN23:28-25	123	AO2-170-CN23:28-25	178	AO2-252-CN23:28-25
14	AO2-26-CN23:28-25	69	AO2-104-CN23:28-25	124	AO2-171-CN23:28-25	179	AO2-253-CN23:28-25
15	AO2-27-CN23:28-25	70	AO2-107-CN23:28-25	125	AO2-172-CN23:28-25	180	AO2-254-CN23:28-25
16	AO2-28-CN23:28-25	71	AO2-108-CN23:28-25	126	AO2-173-CN23:28-25	181	AO2-256-CN23:28-25
17	AO2-30-CN23:28-25	72	AO2-109-CN23:28-25	127	AO2-174-CN23:28-25	182	AO2-258-CN23:28-25
18	AO2-31-CN23:28-25	73	AO2-110-CN23:28-25	128	AO2-175-CN23:28-25	183	AO2-260-CN23:28-25
19	AO2-32-CN23:28-25	74	AO2-111-CN23:28-25	129	AO2-177-CN23:28-25	184	AO2-262-CN23:28-25
20	AO2-33-CN23:28-25	75	AO2-112-CN23:28-25	130	AO2-178-CN23:28-25	185	AO2-263-CN23:28-25
21	AO2-34-CN23:28-25	76	AO2-113-CN23:28-25	131	AO2-179-CN23:28-25	186	AO2-264-CN23:28-25
22	AO2-35-CN23:28-25	77	AO2-115-CN23:28-25	132	AO2-180-CN23:28-25	187	AO2-265-CN23:28-25
23	AO2-36-CN23:28-25	78	AO2-116-CN23:28-25	133	AO2-181-CN23:28-25	188	AO2-266-CN23:28-25
24	AO2-38-CN23:28-25	79	AO2-117-CN23:28-25	134	AO2-182-CN23:28-25	189	AO2-269-CN23:28-25
25	AO2-40-CN23:28-25	80	AO2-118-CN23:28-25	135	AO2-183-CN23:28-25	190	AO2-270-CN23:28-25
26	AO2-42-CN23:28-25	81	AO2-119-CN23:28-25	136	AO2-184-CN23:28-25	191	AO2-271-CN23:28-25
27	AO2-43-CN23:28-25	82	AO2-120-CN23:28-25	137	AO2-185-CN23:28-25	192	AO2-272-CN23:28-25
28	AO2-44-CN23:28-25	83	AO2-121-CN23:28-25	138	AO2-186-CN23:28-25	193	AO2-273-CN23:28-25
29	AO2-46-CN23:28-25	84	AO2-123-CN23:28-25	139	AO2-188-CN23:28-25	194	AO2-276-CN23:28-25
30	AO2-47-CN23:28-25	85	AO2-124-CN23:28-25	140	AO2-189-CN23:28-25	195	AO2-278-CN23:28-25
31	AO2-48-CN23:28-25	86	AO2-125-CN23:28-25	141	AO2-192-CN23:28-25	196	AO2-279-CN23:28-25
32	AO2-50-CN23:28-25	87	AO2-126-CN23:28-25	142	AO2-194-CN23:28-25	197	AO2-280-CN23:28-25
33	AO2-52-CN23:28-25	88	AO2-127-CN23:28-25	143	AO2-196-CN23:28-25	198	AO2-281-CN23:28-25
34	AO2-53-CN23:28-25	89	AO2-128-CN23:28-25	144	AO2-198-CN23:28-25	199	AO2-283-CN23:28-25
35	AO2-54-CN23:28-25	90	AO2-129-CN23:28-25	145	AO2-200-CN23:28-25	200	AO2-284-CN23:28-25
36	AO2-55-CN23:28-25	91	AO2-131-CN23:28-25	146	AO2-201-CN23:28-25	201	AO2-285-CN23:28-25
37	AO2-58-CN23:28-25	92	AO2-132-CN23:28-25	147	AO2-203-CN23:28-25	202	AO2-287-CN23:28-25
38	AO2-59-CN23:28-25	93	AO2-134-CN23:28-25	148	AO2-204-CN23:28-25	203	AO2-288-CN23:28-25
39	AO2-62-CN23:28-25	94	AO2-135-CN23:28-25	149	AO2-207-CN23:28-25	204	AO2-292-CN23:28-25
40	AO2-65-CN23:28-25	95	AO2-136-CN23:28-25	150	AO2-208-CN23:28-25	205	AO2-293-CN23:28-25
41	AO2-66-CN23:28-25	96	AO2-137-CN23:28-25	151	AO2-209-CN23:28-25	206	AO2-294-CN23:28-25
42	AO2-67-CN23:28-25	97	AO2-138-CN23:28-25	152	AO2-210-CN23:28-25	207	AO2-295-CN23:28-25
43	AO2-68-CN23:28-25	98	AO2-139-CN23:28-25	153	AO2-211-CN23:28-25		
44	AO2-70-CN23:28-25	99	AO2-140-CN23:28-25	154	AO2-212-CN23:28-25		
45	AO2-75-CN23:28-25	100	AO2-141-CN23:28-25	155	AO2-218-CN23:28-25		
46	AO2-75-CN23:28-25	101	AO2-142-CN23:28-25	156	AO2-220-CN23:28-25		
47	AO2-77-CN23:28-25	102	AO2-144-CN23:28-25	157	AO2-221-CN23:28-25		
48	AO2-78-CN23:28-25	103	AO2-146-CN23:28-25	158	AO2-222-CN23:28-25		
49	AO2-79-CN23:28-25	104	AO2-149-CN23:28-25	159	AO2-223-CN23:28-25		
50	AO2-80-CN23:28-25	105	AO2-150-CN23:28-25	160	AO2-224-CN23:28-25		
51	AO2-81-CN23:28-25	106	AO2-151-CN23:28-25	161	AO2-225-CN23:28-25		
52	AO2-82-CN23:28-25	107	AO2-152-CN23:28-25	162	AO2-226-CN23:28-25		
53	AO2-84-CN23:28-25	108	AO2-153-CN23:28-25	163	AO2-227-CN23:28-25		
54	AO2-86-CN23:28-25	109	AO2-154-CN23:28-25	164	AO2-229-CN23:28-25		
55	AO2-88-CN23:28-25	110	AO2-155-CN23:28-25	165	AO2-230-CN23:28-25		

For potential schedule:

Codes 1-104 : Kagitingan Hall
Codes 105-207 :Katapatan Hall

Head Teacher Applicants

1	HT3-3-CN18-25-JHS	HT2-3-CN18-25-JHS-ANT	
2	HT3-2-CN18-25-JHS	HT2-2-CN18-25-JHS-ANT	HT1-5-CN18-25-JHS-ANT
3	HT3-1-CN18-25-JHS	HT2-1-CN18-25-JHS-ANT	HT1-4-CN18-25-JHS-ANT
4	HT3-5-CN18-25-JHS		
5	HT3-4-CN18-25-JHS		

School Principal I (Reclass)

1	SP1-1-DM229-25-RECLASS
2	SP1-2-DM229-25-RECLASS
3	SP1-3-DM229-25-RECLASS
4	SP1-4-DM229-25-RECLASS
5	SP1-5-DM229-25-RECLASS
6	SP1-6-DM229-25-RECLASS
7	SP1-7-DM229-25-RECLASS
8	SP1-8-DM229-25-RECLASS

Security Guard Applicants

1	SG1-8-CN20-25
2	SG1-7-CN20-25
3	SG1-3-CN20-25
4	SG1-5-CN20-25

Enclosure 3 Schedule for Paper Assessment for AO II
Katapatan Hall (1st Flr CID Bldg.)

June 20, 2025 8:00-12nn		June 20, 2025 1:00-5:00pm		June 23, 2025 9:00-12nn		June 23, 2025 1:00-5:00pm	
#	APPLICATION CODES	#	APPLICATION CODES	#	APPLICATION CODES	#	APPLICATION CODES
1	AO2-1-CN23:28-25	53	AO2-89-CN23:28-25	105	AO2-156-CN23:28-25	157	AO2-231-CN23:28-25
2	AO2-2-CN23:28-25	54	AO2-90-CN23:28-25	106	AO2-157-CN23:28-25	158	AO2-235-CN23:28-25
3	AO2-3-CN23:28-25	55	AO2-91-CN23:28-25	107	AO2-158-CN23:28-25	159	AO2-236-CN23:28-25
4	AO2-8-CN23:28-25	56	AO2-92-CN23:28-25	108	AO2-159-CN23:28-25	160	AO2-239-CN23:28-25
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9	AO2-17-CN23:28-25	61	AO2-98-CN23:28-25	113	AO2-165-CN23:28-25	165	AO2-247-CN23:28-25
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25	AO2-40-CN23:28-25	77	AO2-118-CN23:28-25	129	AO2-183-CN23:28-25	181	AO2-270-CN23:28-25
26	AO2-42-CN23:28-25	78	AO2-119-CN23:28-25	130	AO2-184-CN23:28-25	182	AO2-271-CN23:28-25
27	AO2-43-CN23:28-25	79	AO2-120-CN23:28-25	131	AO2-185-CN23:28-25	183	AO2-272-CN23:28-25
28	AO2-44-CN23:28-25	80	AO2-121-CN23:28-25	132	AO2-186-CN23:28-25	184	AO2-273-CN23:28-25
29	AO2-46-CN23:28-25	81	AO2-123-CN23:28-25	133	AO2-188-CN23:28-25	185	AO2-276-CN23:28-25
30	AO2-47-CN23:28-25	82	AO2-124-CN23:28-25	134	AO2-189-CN23:28-25	186	AO2-278-CN23:28-25
31	AO2-48-CN23:28-25	83	AO2-125-CN23:28-25	135	AO2-192-CN23:28-25	187	AO2-279-CN23:28-25
32	AO2-50-CN23:28-25	84	AO2-126-CN23:28-25	136	AO2-194-CN23:28-25	188	AO2-280-CN23:28-25
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34	AO2-53-CN23:28-25	86	AO2-128-CN23:28-25	138	AO2-198-CN23:28-25	190	AO2-283-CN23:28-25
35	AO2-54-CN23:28-25	87	AO2-129-CN23:28-25	139	AO2-200-CN23:28-25	191	AO2-284-CN23:28-25
36	AO2-55-CN23:28-25	88	AO2-131-CN23:28-25	140	AO2-201-CN23:28-25	192	AO2-285-CN23:28-25
37	AO2-58-CN23:28-25	89	AO2-132-CN23:28-25	141	AO2-203-CN23:28-25	193	AO2-287-CN23:28-25
38	AO2-59-CN23:28-25	90	AO2-134-CN23:28-25	142	AO2-204-CN23:28-25	194	AO2-288-CN23:28-25
39	AO2-62-CN23:28-25	91	AO2-135-CN23:28-25	143	AO2-207-CN23:28-25	195	AO2-292-CN23:28-25
40	AO2-65-CN23:28-25	92	AO2-136-CN23:28-25	144	AO2-208-CN23:28-25	196	AO2-293-CN23:28-25
41	AO2-66-CN23:28-25	93	AO2-137-CN23:28-25	145	AO2-209-CN23:28-25	197	AO2-294-CN23:28-25
42	AO2-67-CN23:28-25	94	AO2-138-CN23:28-25	146	AO2-210-CN23:28-25	198	AO2-295-CN23:28-25
43	AO2-68-CN23:28-25	95	AO2-139-CN23:28-25	147	AO2-84-CN23:28-25	199	AO2-211-CN23:28-25
44	AO2-70-CN23:28-25	96	AO2-140-CN23:28-25	148	AO2-86-CN23:28-25	200	AO2-212-CN23:28-25
45	AO2-75-CN23:28-25	97	AO2-141-CN23:28-25	149	AO2-88-CN23:28-25	201	AO2-218-CN23:28-25
46	AO2-75-CN23:28-25	98	AO2-142-CN23:28-25	150	AO2-153-CN23:28-25	202	AO2-220-CN23:28-25
47	AO2-77-CN23:28-25	99	AO2-144-CN23:28-25	151	AO2-154-CN23:28-25	203	AO2-221-CN23:28-25
48	AO2-78-CN23:28-25	100	AO2-146-CN23:28-25	152	AO2-155-CN23:28-25	204	AO2-222-CN23:28-25
49	AO2-79-CN23:28-25	101	AO2-149-CN23:28-25	153	AO2-223-CN23:28-25	205	AO2-227-CN23:28-25
50	AO2-80-CN23:28-25	102	AO2-150-CN23:28-25	154	AO2-224-CN23:28-25	206	AO2-229-CN23:28-25
51	AO2-81-CN23:28-25	103	AO2-151-CN23:28-25	155	AO2-225-CN23:28-25	207	AO2-230-CN23:28-25
52	AO2-82-CN23:28-25	104	AO2-152-CN23:28-25	156	AO2-226-CN23:28-25		