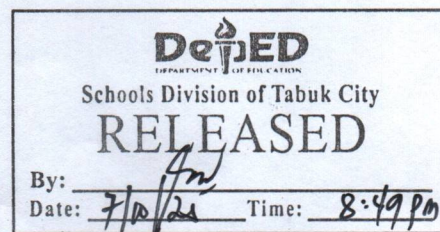




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



July 9, 2025

Division Memorandum

No. 275, s. 2025

**CONDUCT OF ASSESSMENT OF POTENTIAL AND PAPERS OF ASPIRING
TEACHERS-IN-CHARGE**

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 Behavioral Events Interview, Written Examination, and paper assessment of folders of aspiring Teachers-In-Charge on **July 11, 2025**:

Application Code	Activity	Time and Date	Person Involved	Venue
Batch 1 TIC-6-DM253-25 TIC-14-DM253-25 TIC-1-DM253-25	Conduct of written test, and BEI	8-10:30am	HRMPSB Members for School Administration Position	SDO Tabuk City Katarungan Conference Hall (2 nd Flr. Main Bldg.)
Batch 2 TIC-11-DM258-25 TIC-12-DM258-25	Paper Assessment	1:00pm onwards		

2. All applicants are advised to comply with the following requirements:
- 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.
 - Applicants are required to have a gmail account (ex: TIC-12@gmail.com)** using the application code generated and sent to your email to facilitate participation in the Written Test, and Behavioral Events Interview. The conventional way to name your gmail is **TIC 12**. Applicants are not allowed to use their DepEd account and anyone whose name appears will be removed from the google classroom.
 - Applicants are given 2 hours and 30 minutes to finish all the components of the assessment, namely: Written Test, and Behavioral Events Interview (BEI).



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



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3. The following are the assessors for the BEI of aspiring Teacher-In-Charge applicants on July 11, 2025, 11:00am-12:00nn at Katarungan Conference Hall:

Henry M. Alunday Nicasio C. Sumarita Jr. Agustina N. Lomeng

5. For further inquiries, send your queries to
hrmpsbsdtabukcity@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


RAMONCHITO A. SORIANO
CES, CID
Officer-in-Charge