



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

**DepED**  
DEPARTMENT OF EDUCATION

Schools Division of Tabuk City

**RELEASED**

By: hn  
Date: 9/26/25 Time: 2:56

**September 26, 2025**

**Division Memorandum**

No. 423, s. 2025

**"SCHEDULE OF CONDUCT OF COMPUTER-ASSISTED ASSESSMENT OF  
POTENTIAL AND PAPER ASSESSMENT OF APPLICATION FOLDERS OF  
APPLICANTS FOR EDUCATION PROGRAM SPECIALIST II"**

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 Education Program Specialist II on **September 29, 2025, 8:30 a.m. onwards** at the **Katarungan Conference Hall**, 2<sup>nd</sup> Floor, Main Building, SDO Tabuk City.

2. *The following are the Members of the HRMPSB for Non-Teaching Positions, to wit:*

Jan Nowel E. Peña, ASDS	Chairperson
Sally P. Feken, CES	Member
Dorothy S. Asingal, AO V	Member
Nicasio C. Sumarita Jr. EPS (NEU)	Member
Catherine M. Badong, HRMO	Member
Joshua A. Rebancos, ADAVI	Secretariat

3. *The following are the applicants and the schedules:*

EPS2-2-CN55-25  
EPS2-3-CN55-25  
EPS2-8-CN55-25

8:30 a.m. –	Written Test
9:15 a.m. –	Skills Test (Work Sample Test)
10:15 a.m. –	Behavioral Events Interview (BEI)
1:00 p.m. –	Open Ranking Session

4. The following are the assessors for the evaluation of Potential:

*Behavioral Events Interview:*

Mildred S. Cabay, PIV  
Dolores D. Ganotice, SPII  
Nicasio C. Sumarita Jr., EPS



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DepEd Tayo Tabuk City



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*Skills Test (Work Sample Test):*

Jan Nowel E. Peña, ASDS- Chairperson  
Sally P. Feken, CES-SGOD  
Ramonchito A. Soriano, CES-CID

5. 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 the 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 (e.g. eps2.1.cn55.25@gmail.com)** using the application code generated and sent to your email to facilitate participation in the Written Test, Work Sample 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, Work Sample Test, and Behavioral Events Interview (BEI).
6. Should there be any further clarification, please contact the HR Section at [hrmpsbsdotabukcity@gmail.com](mailto:hrmpsbsdotabukcity@gmail.com)
7. Immediate dissemination of and compliance with this memorandum is desired.

  
**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent 

