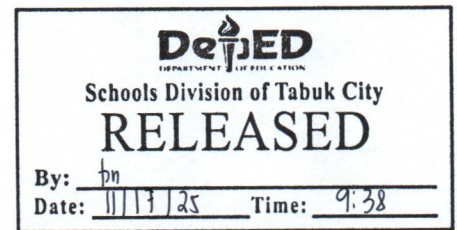




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



November 17, 2025

Division Memorandum

No. 536, s. 2025

**“SCHEDULE OF CONDUCT OF COMPUTER-ASSISTED ASSESSMENT
OF POTENTIAL FOR ADAS 3 AND ADAS 2 APPLICANTS; AND PAPER ASSESSMENT
OF APPLICATION FOLDERS OF APPLICANTS FOR VARIOUS NON-TEACHING
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 of ADAS III and ADAS II; and paper assessment of applicants' folders for AOII, ADAS III, ADAS II, and ADA VI. **(See item #4 for the schedules and application codes)**

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

a. **For ADAS III and ADAS II only-** 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. **ADAS Applicants are required to have a personal Gmail account** and rename it using the application code generated and sent to their email (**ex. ADAS3 01, ADAS2 01**) 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 Members of the HRMPSB for Non-teaching Positions:

Jan Nowel E. Peña, ASDS	Chairperson
Sally P. Feken, CES	Member
Nicasio C. Sumarita Jr., EPS	NEU Rep.
Dorothy S. Asingal, AO V	Member
Welda Liezl P. Buslig, AO V	Interim Member
Trifona Alatan, HT-I	School Head
Catherine M. Badong, HRMO	Member
Joshua A. Rebancos, ADAVI	Secretariat

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

November 18, 2025- 8:00 a.m. onwards- Paper Assessment- AO 2

Batch 1 AO 2

AO2-2-CN60-25	AO2-23-CN60-25	AO2-38-CN60-25	AO2-52-CN60-25
AO2-4-CN60-25	AO2-25-CN60-25	AO2-43-CN60-25	AO2-53-CN60-25
AO2-7-CN60-25	AO2-26-CN60-25	AO2-44-CN60-25	AO2-59-CN60-25



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

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AO2-9-CN60-25	AO2-27-CN60-25	AO2-46-CN60-25	AO2-60-CN60-25
AO2-11-CN60-25	AO2-29-CN60-25	AO2-48-CN60-25	AO2-65-CN60-25
AO2-18-CN60-25	AO2-34-CN60-25	AO2-50-CN60-25	AO2-66-CN60-25
AO2-19-CN60-25	AO2-37-CN60-25	AO2-51-CN60-25	AO2-68-CN60-25

Batch 2 AO 2

AO2-70-CN60-25	AO2-82-CN60-25	AO2-97-CN60-25	AO2-108-CN60-25
AO2-71-CN60-25	AO2-84-CN60-25	AO2-98-CN60-25	AO2-110-CN60-25
AO2-74-CN60-25	AO2-86-CN60-25	AO2-100-CN60-25	AO2-112-CN60-25
AO2-75-CN60-25	AO2-87-CN60-25	AO2-101-CN60-25	AO2-113-CN60-25
AO2-78-CN60-25	AO2-92-CN60-25	AO2-102-CN60-25	AO2-114-CN60-25
AO2-80-CN60-25	AO2-93-CN60-25	AO2-104-CN60-25	AO2-118-CN60-25
AO2-83-CN60-25	AO2-96-CN60-25	AO2-107-CN60-25	AO2-119-CN60-25
			AO2-122-CN60-25

November 19, 2025- 8:00 a.m.-12:00 p.m.- Computer-Assisted Assessment of Potential- ADAS 3 & ADAS 2 only.

Administrative Assistant III

ADAS3-1-CN60-25	ADAS3-22-CN60-25
ADAS3-4-CN60-25	ADAS3-23-CN60-25
ADAS3-5-CN60-25	ADAS3-25-CN60-25
ADAS3-6-CN60-25	ADAS3-26-CN60-25
ADAS3-10-CN60-25	ADAS3-37-CN60-25
ADAS3-11-CN60-25	ADAS3-38-CN60-25
ADAS3-16-CN60-25	ADAS3-41-CN60-25
ADAS3-18-CN60-25	ADAS3-43-CN60-25

Administrative Assistant II

ADAS2-2-CN60-25	ADAS2-38-CN60-25
ADAS2-13-CN60-25	ADAS2-42-CN60-25
ADAS2-15-CN60-25	ADAS2-43-CN60-25
ADAS2-17-CN60-25	ADAS2-50-CN60-25
ADAS2-23-CN60-25	ADAS2-51-CN60-25
ADAS2-29-CN60-25	ADAS2-54-CN60-25
ADAS2-31-CN60-25	ADAS2-55-CN60-25
ADAS2-35-CN60-25	ADAS2-59-CN60-25
ADAS2-36-CN60-25	ADAS2-63-CN60-25

November 19, 2025- 1:00 p.m.-5:00 p.m.- Checking of BEI and Skills Test of ADAS 3 & ADAS 2 (Assessors/Evaluators only)

November 20, 2025- 8:00 a.m.-12:00 p.m.- Paper Assessment ADA 6

Administrative Aide VI

ADA6-3-CN40-25	ADA6-31-CN40-25
ADA6-5-CN40-25	ADA6-32-CN40-25
ADA6-9-CN40-25	ADA6-33-CN40-25
ADA6-10-CN40-25	ADA6-34-CN40-25
ADA6-13-CN40-25	ADA6-35-CN40-25



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ADA6-19-CN40-25

ADA6-21-CN40-25

ADA6-24-CN40-25

ADA6-25-CN40-25

ADA6-36-CN40-25

ADA6-40-CN40-25

ADA6-41-CN40-25

ADA6-42-CN40-25

November 20, 2025- 1:00 p.m.- 5:00 p.m.- Paper Assessment- ADAS 3

Administrative Assistant III

ADAS3-4-CN60-25

ADAS3-5-CN60-25

ADAS3-6-CN60-25

ADAS3-10-CN60-25

ADAS3-11-CN60-25

ADAS3-16-CN60-25

ADAS3-18-CN60-25

ADAS3-23-CN60-25

ADAS3-25-CN60-25

ADAS3-26-CN60-25

ADAS3-37-CN60-25

ADAS3-38-CN60-25

ADAS3-41-CN60-25

ADAS3-43-CN60-25

November 21, 2025- 8:00 a.m.- 12:00 p.m.- Paper Assessment- ADAS 2

Administrative Assistant II

ADAS2-2-CN60-25

ADAS2-13-CN60-25

ADAS2-15-CN60-25

ADAS2-17-CN60-25

ADAS2-23-CN60-25

ADAS2-29-CN60-25

ADAS2-31-CN60-25

ADAS2-35-CN60-25

ADAS2-36-CN60-25

ADAS2-38-CN60-25

ADAS2-42-CN60-25

ADAS2-43-CN60-25

ADAS2-50-CN60-25

ADAS2-51-CN60-25

ADAS2-55-CN60-25

ADAS2-59-CN60-25

ADAS2-63-CN60-25

5. The following are the assessors for the BEI and skills test of ADAS 3, and ADAS @ applicants on November 19, 2025 1:00-5:00pm at Katarungan Conference Hall:

Behavioral Events Interview (ADAS III and ADAS II only)

- Nicasio C. Sumarita Jr.
- Gemmaline C. Bumanglag

Skills Test Assessor (ADAS III and ADAS II only)

- Joseph B. Siddayao Jr.

6. Applicants are hereby advised that their presence on the set date is required, and **there will be no special test** for those who fail to attend the scheduled assessment and evaluation.

7. For further inquiries, send your queries to hrmpsbsdtabukcity@gmail.com

8. Immediate dissemination of and compliance to this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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