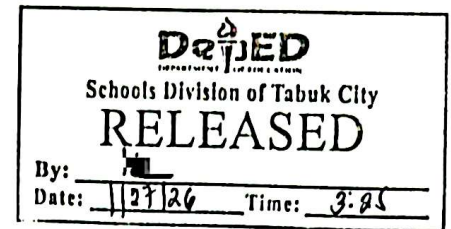




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



January 27, 2026

Division Memorandum

No. 39, s. 2026

**"SCHEDULE OF CONDUCT OF COMPUTER-ASSISTED ASSESSMENT
OF POTENTIAL AND CHECKING OF POTENTIAL FOR OF APPLICATION FOLDERS
OF APPLICANTS FOR VARIOUS NON-TEACHING POSITIONS IN SDO TABUK CITY"**

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 for School Principal 2, Accountant I, ADA VI, and ADA IV; and checking of the BEI and Skills Test (Potential) of applicants. **(See item #4 for the 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 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 personal Gmail account and rename it using the application code generated and sent to their email (ex. ADA6 01, ACCT1 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
Catherine M. Badong, HRMO	Member
Joshua A. Rebancos, ADAVI	Secretariat

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

Thursday, January 29, 2026- 8:00 a.m.- 12:00 p.m.- Computer-Assisted Assessment at KATAPATAN HALL, 1ST FLOOR, CID BLDG, SDO TABUK CITY.

Accountant 1

ACCT1-4-CN66-25
ACCT1-2-CN66-25
ACCT1-3-CN66-25

ACCT1-5-CN66-25
ACCT1-6-CN66-25

School Principal 2

SP2-1-CN65-25



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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Administrative Aide VI

ADA6-12-CN67-25
 ADA6-19-CN67-25
 ADA6-22-CN67-25
 ADA6-25-CN67-25
 ADA6-40-CN67-25
 ADA6-39-CN67-25
 ADA6-6-CN67-25
 ADA6-26-CN67-25
 ADA6-3-CN67-25
 ADA6-4-CN67-25
 ADA6-1-CN67-25
 ADA6-33-CN67-25
 ADA6-23-CN67-25

ADA6-37-CN67-25
 ADA6-38-CN67-25
 ADA6-29-CN67-25
 ADA6-8-CN67-25
 ADA6-20-CN67-25
 ADA6-36-CN67-25
 ADA6-2-CN67-25
 ADA6-44-CN67-25
 ADA6-14-CN67-25
 ADA6-24-CN67-25
 ADA6-32-CN67-25
 ADA6-7-CN67-25
 ADA6-5-CN67-25

Administrative Aide IV

ADA4-27-CN67-25
 ADA4-15-CN67-25
 ADA4-9-CN67-25
 ADA4-25-CN67-25
 ADA4-29-CN67-25
 ADA4-26-CN67-25
 ADA4-3-CN67-25

ADA4-33-CN67-25
 ADA4-16-CN67-25
 ADA4-20-CN67-25
 ADA4-4-CN67-25
 ADA4-13-CN67-25
 ADA4-24-CN67-25

Friday, January 30, 2026- 8:00 a.m. onwards- Checking (BEI and Skills Test)

5. The following are the assessors for the BEI and skills who will check on January 30, 2026, 8:00 a.m. onwards;

Behavioral Events Interview (ADAS III and ADAS II only)

SP 2 & ACCT 1

- a. Jan Nowel E. Peña
- b. Henry M. Alunday

ADA VI & ADA IV

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

Skills Test Assessor

SP 2 & ACCT 1

- a. Jan Nowel E. Peña
- b. Sixto D. Lang-ay Jr.


ADA VI & ADA IV

- a. Lovelyn L. Mukay
- b. Deewaii B. Bagayao

6. Applicants are hereby advised that their presence on the set date is required, and **there will be a 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



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
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