



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

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February 2, 2026

Division Memorandum  
No. 57, 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 **ADAS 2** and **ADAS 3**; 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. ADAS2 01, ADAS3 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:*

**Friday, February 6, 2026- 8:00 a.m.- 12:00 p.m.- Computer-Assisted Assessment at KAGITINGAN HALL, 2nd FLOOR, CID BLDG, SDO TABUK CITY.**

**Administrative Assistant 3**

ADAS3-7-CN67-25  
ADAS3-6-CN67-25  
ADAS3-16-CN67-25  
ADAS3-19-CN67-25  
ADAS3-2-CN67-25



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



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**Administrative Assistant 2**

ADAS2-18-CN67-25  
ADAS2-7-CN67-25  
ADAS2-10-CN67-25  
ADAS2-3-CN67-25

**Monday, February 9, 2026- 8:00 a.m. onwards- Checking (Assessors only- 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***

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

***Skills Test Assessor***

- a. Fernandez Dumalan- ADAS

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 [hrmpsbsdotabukcity@gamil.com](mailto:hrmpsbsdotabukcity@gamil.com)

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

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

