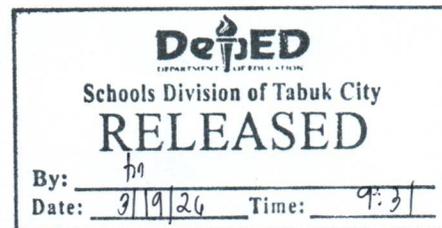




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



March 18, 2026

Division Memorandum

No. 31, s. 2026

“SCHEDULE OF CONDUCT OF COMPUTER-ASSISTED ASSESSMENT OF POTENTIAL, CHECKING OF POTENTIAL, AND PAPER ASSESSMENT OF THE APPLICATION FOLDERS OF APPLICANTS FOR VARIOUS NON-TEACHING AND RELATED-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 **EPS, ADA III**, checking of the BEI and Skills Test (Potential) of applicants, and paper assessment of **EPS, ADA III, ADAS II, and ADAS III. (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. ADA3 01, EPS 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
Ramonchito A. Soriano	Member
Nicasio C. Sumarita Jr., EPS	NEU Rep. (For non-teaching position)
Dorothy S. Asingal, AO V	Member
Catherine M. Badong, HRMO	Member
Joshua A. Rebancos, ADAVI	Secretariat



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

Email: tabuk.city@deped.gov.ph

Website: <https://www.depedtabukcity.com>



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

MARCH 19, 2026- 1:00 p.m.- 5:00 p.m.- Computer-Assisted Assessment at KAGITINGAN HALL, ^{2nd} FLOOR, CID BLDG, SDO TABUK CITY.

Administrative Aide III

ADA3-11-CNO4-2026	ADA3-27-CN02-2026
ADA3-12-CN02-2026	ADA3-2-CN04-2026
ADA3-13-CN04-2026	ADA3-2-CNO2-2026
ADA3-13-CNO2-2026	ADA3-30-CN02-2026
ADA3-14-CN04-2026	ADA3-31-CN02-2026
ADA3-16-CN02-2026	ADA3-35-CN02-2026
ADA3-17-CN02-2026	ADA3-38-CN02-2026
ADA3-17-CN04-2026	ADA3-39-CN02-2026
ADA3-18-CN04-2026	ADA3-3-CN02-2026
ADA3-1-CN02-2026	ADA3-44-CN02-2026
ADA3-1-CN04-2026	ADA3-45-CN02-2026
ADA3-20-CN02-2026	ADA3-46-CN02-2026
ADA3-20-CN04-2026	ADA3-49-CN02-2026
ADA3-21-CNO2-2026	ADA3-4-CN02-2026
ADA3-22-CN04-2026	ADA3-5-CN04-2026
ADA3-22-CNO2-2026	ADA3-6-CN02-2026
ADA3-23-CN04-2026	ADA3-7-CN02-2026
ADA3-24-CN04-2026	ADA3-8-CN02-2026
ADA3-25-CN02-2026	ADAS3-43-CN02-2026
ADA3-26-CN02-2026	ADAS3-4-CN02-2026

Administrative Assistant 3

ADAS3-24-CN02-2026
ADAS3-14-CN02-2026
ADAS3-1-CN02-2026
ADAS3-5-CN02-2026
ADAS3-4-CN02-2026
ADAS3-6-CN02-2026

Education Program Supervisor

EPS-2-CN16-2026
EPS-4-CN16-2026
EPS-5-CN16-2026



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MARCH 23 2026- 9:00 a.m. onwards- Paper Assessment at KATAPATAN HALL, 1ST 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

Administrative Assistant 2

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

Administrative Assistant 3

ADAS3-24-CN02-2026
ADAS3-14-CN02-2026
ADAS3-1-CN02-2026
ADAS3-5-CN02-2026
ADAS3-4-CN02-2026
ADAS3-6-CN02-2026

Administrative Aide III

ADA3-11-CN04-2026	ADA3-27-CN02-2026
ADA3-12-CN02-2026	ADA3-2-CN04-2026
ADA3-13-CN04-2026	ADA3-2-CN02-2026
ADA3-13-CN02-2026	ADA3-30-CN02-2026
ADA3-14-CN04-2026	ADA3-31-CN02-2026
ADA3-16-CN02-2026	ADA3-35-CN02-2026
ADA3-17-CN02-2026	ADA3-38-CN02-2026
ADA3-17-CN04-2026	ADA3-39-CN02-2026
ADA3-18-CN04-2026	ADA3-3-CN02-2026
ADA3-1-CN02-2026	ADA3-44-CN02-2026
ADA3-1-CN04-2026	ADA3-45-CN02-2026
ADA3-20-CN02-2026	ADA3-46-CN02-2026
ADA3-20-CN04-2026	ADA3-49-CN02-2026
ADA3-21-CN02-2026	ADA3-4-CN02-2026
ADA3-22-CN04-2026	ADA3-5-CN04-2026
ADA3-22-CN02-2026	ADA3-6-CN02-2026



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ADA3-23-CN04-2026
ADA3-24-CN04-2026
ADA3-25-CN02-2026
ADA3-26-CN02-2026

ADA3-7-CN02-2026
ADA3-8-CN02-2026
ADAS3-43-CN02-2026
ADAS3-4-CN02-2026

Education Program Supervisor

EPS-2-CN16-2026
EPS-4-CN16-2026
EPS-5-CN16-2026

5. 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.
6. For further inquiries, send your queries to hrmpsbsdtabukcity@gamil.com
7. Immediate dissemination of and compliance with this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

