



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



Reference Number: RU-2026-056

October 1, 2026

Division Memorandum

No. 441, s. 2026

**SCHEDULE OF CONDUCT OF COMPUTER-ASSISTED ASSESSMENT OF
POTENTIAL, ORAL INTERVIEW (BEI), PAPER ASSESSMENT FOR VARIOUS NON-
TEACHING POSITIONS IN THE SCHOOLS DIVISION OFFICE OF TABUK CITY**

To: Assistant 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, oral interview, and paper assessment for **Administrative Officer I, Administrative Assistant III, Administrative Assistant II, and Administrative Aide IV&VI on October 5-9, 2026, at Katapatan Hall, First Floor, CID Bldg., SDO Tabuk City** (See item # 3 for the schedule and application codes of qualified applicants)

2. Applicants are advised to **bring their laptop and extension cord** on the scheduled date of the computer-assisted assessment of applicants' potential. The *laptops shall be submitted to the secretariat for inspection 30 minutes before the start of the assessment.*

3. *The following are the applicants together with their schedules:*

a. October 5, 2026, 12:30 p.m. onwards - Computer-Assisted Assessment

Participants: *All qualified Administrative Officer I, Administrative Assistant III, Administrative Assistant II, and Administrative Aide IV applicants listed below.*

Exam Venue: Katapatan Hall

ADMINISTRATIVE OFFICER I (vice Lang-ay) - 51 APPLICANTS

AO1-88-CN39-2026	AO1-47-CN39-2026	AO1-40-CN39-2026	AO1-89-CN39-2026
AO1-39-CN39-2026	AO1-6-CN39-2026	AO1-53-CN39-2026	AO1-66-CN39-2026
AO1-52-CN39-2026	AO1-87-CN39-2026	AO1-4-CN39-2026	AO1-91-CN39-2026
AO1-24-CN39-2026	AO1-83-CN39-2026	AO1-30-CN39-2026	AO1-82-CN39-2026
AO1-70-CN39-2026	AO1-90-CN39-2026	AO1-23-CN39-2026	AO1-81-CN39-2026
AO1-48-CN39-2026	AO1-17-CN39-2026	AO1-18-CN39-2026	AO1-65-CN39-2026
AO1-79-CN39-2026	AO1-74-CN39-2026	AO1-7-CN39-2026	AO1-85-CN39-2026
AO1-11-CN39-2026	AO1-54-CN39-2026	AO1-34-CN39-2026	AO1-64-CN39-2026
AO1-43-CN39-2026	AO1-73-CN39-2026	AO1-25-CN39-2026	AO1-22-CN39-2026
AO1-5-CN39-2026	AO1-46-CN39-2026	AO1-14-CN39-2026	AO1-75-CN39-2026
AO1-57-CN39-2026	AO1-67-CN39-2026	AO1-15-CN39-2026	AO1-96-CN39-2026
AO1-58-CN39-2026	AO1-27-CN39-2026	AO1-44-CN39-2026	AO1-97-CN39-2026
AO1-60-CN39-2026	AO1-72-CN39-2026	AO1-68-CN39-2026	



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

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ADMINISTRATIVE ASSISTANT III-Secretary (vice Lamitar)- 11 APPLICANTS

ADAS3-26-CN39-2026	ADAS3-31-CN39-2026
ADAS3-13-CN39-2026	ADAS3-40-CN39-2026
ADAS3-25-CN39-2026	ADAS3-43-CN39-2026
ADAS3-37-CN39-2026	ADAS3-24-CN39-2026
ADAS3-5-CN39-2026	ADAS3-18-CN39-2026
ADAS3-41-CN39-2026	

ADMINISTRATIVE ASSISTANT III (vice Martinez)- 14 APPLICANTS

ADAS3-38-CN39-2026	ADAS3-33-CN39-2026
ADAS3-41-CN39-2026	ADAS3-39-CN39-2026
ADAS3-23-CN39-2026	ADAS3-35-CN39-2026
ADAS3-42-CN39-2026	ADAS3-4-CN39-2026
ADAS3-48-CN39-2026	ADAS3-21-CN39-2026
ADAS3-27-CN39-2026	ADAS3-13-CN39-2026
ADAS3-20 -CN39-2026	ADAS3-29-CN39-2026

Evenue: Kagitingan Hall

ADMINISTRATIVE ASSISTANT II (vice Espita and Amoga)- 15 APPLICANTS

ADAS2-2-CN39-2026	ADAS2-20-CN39-2026
ADAS2-29-CN39-2026	ADAS2-7-CN39-2026
ADAS2-31-CN39-2026	ADAS2-18-CN39-2026
ADAS2-11-CN39-2026	ADAS2-28-CN39-2026
ADAS2-21-CN39-2026	ADAS2-5-CN39-2026
ADAS2-17-CN39-2026	ADAS2-10-CN39-2026
ADAS2-25-CN39-2026	ADAS2-14-CN39-2026
	ADAS2-9-CN39-2026

ADMINISTRATIVE AIDE VI (vice Quimao and Ramirez)- 51 APPLICANTS

ADA6-17-CN39-2026	ADA6-19-CN39-2026	ADA6-61-CN39-2026	ADA6-73-CN39-2026
ADA6-67-CN39-2026	ADA6-51-CN39-2026	ADA6-41-CN39-2026	ADA6-12-CN39-2026
ADA6-74-CN39-2026	ADA6-30-CN39-2026	ADA6-15-CN39-2026	ADA6-44-CN39-2026
ADA6-81-CN39-2026	ADA6-34-CN39-2026	ADA6-64-CN39-2026	ADA6-31-CN39-2026
ADA6-68-CN39-2026	ADA6-28-CN39-2026	ADA6-52-CN39-2026	ADA6-88-CN39-2026
ADA6-2-CN39-2026	ADA6-50-CN39-2026	ADA6-71-CN39-2026	ADA6-80-CN39-2026
ADA6-43-CN39-2026	ADA6-10-CN39-2026	ADA6-35-CN39-2026	ADA6-92-CN39-2026
ADA6-66-CN39-2026	ADA6-11-CN39-2026	ADA6-24-CN39-2026	ADA6-5-CN39-2026
ADA6-48-CN39-2026	ADA6-25-CN39-2026	ADA6-58-CN39-2026	ADA6-89-CN39-2026
ADA6-42-CN39-2026	ADA6-23-CN39-2026	ADA6-57-CN39-2026	ADA6-90-CN39-2026
ADA6-13-CN39-2026	ADA6-33-CN39-2026	ADA6-63-CN39-2026	ADA6-75-CN39-2026
ADA6-79-CN39-2026	ADA6-29-CN39-2026	ADA6-9-CN39-2026	ADA6-91-CN39-2026
ADA6-82-CN39-2026	ADA6-60-CN39-2026	ADA6-54-CN39-2026	



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ADMINISTRATIVE AIDE IV (vice Nieves)- 20 APPLICANTS

ADA4-42-CN39-2026	ADA4-16-CN39-2026
ADA4-34-CN39-2026	ADA4-28-CN39-2026
ADA4-40-CN39-2026	ADA4-36-CN39-2026
ADA4-44-CN39-2026	ADA4-35-CN39-2026
ADA4-13-CN39-2026	ADA4-38-CN39-2026
ADA4-5-CN39-2026	ADA4-37-CN39-2026
ADA4-6-CN39-2026	ADA4-45-CN39-2026
ADA4-26-CN39-2026	ADA4-39-CN39-2026
ADA4-12-CN39-2026	ADA4-48-CN39-2026
ADA4-25-CN39-2026	ADA4-17-CN39-2026

- b. October 6, 2026 - 8:00 a.m. onwards - Paper Assessment and Oral Interview (BEI)**
Venue: *Katapatan Hall*

ADMINISTRATIVE AIDE VI (vice Quimao and Ramirez)- 51 APPLICANTS

8:00 am onwards		1:00 pm onwards	
ADA6-17-CN39-2026	ADA6-19-CN39-2026	ADA6-61-CN39-2026	ADA6-73-CN39-2026
ADA6-67-CN39-2026	ADA6-51-CN39-2026	ADA6-41-CN39-2026	ADA6-12-CN39-2026
ADA6-74-CN39-2026	ADA6-30-CN39-2026	ADA6-15-CN39-2026	ADA6-44-CN39-2026
ADA6-81-CN39-2026	ADA6-34-CN39-2026	ADA6-64-CN39-2026	ADA6-31-CN39-2026
ADA6-68-CN39-2026	ADA6-28-CN39-2026	ADA6-52-CN39-2026	ADA6-88-CN39-2026
ADA6-2-CN39-2026	ADA6-50-CN39-2026	ADA6-71-CN39-2026	ADA6-80-CN39-2026
ADA6-43-CN39-2026	ADA6-10-CN39-2026	ADA6-35-CN39-2026	ADA6-92-CN39-2026
ADA6-66-CN39-2026	ADA6-11-CN39-2026	ADA6-24-CN39-2026	ADA6-5-CN39-2026
ADA6-48-CN39-2026	ADA6-25-CN39-2026	ADA6-58-CN39-2026	ADA6-89-CN39-2026
ADA6-42-CN39-2026	ADA6-23-CN39-2026	ADA6-57-CN39-2026	ADA6-90-CN39-2026
ADA6-13-CN39-2026	ADA6-33-CN39-2026	ADA6-63-CN39-2026	ADA6-75-CN39-2026
ADA6-79-CN39-2026	ADA6-29-CN39-2026	ADA6-9-CN39-2026	ADA6-91-CN39-2026
ADA6-82-CN39-2026	ADA6-60-CN39-2026	ADA6-54-CN39-2026	



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c. October 7, 2026 - 8:00 a.m. onwards - Paper Assessment and Oral Interview (BEI)

Venue: Katapatan Hall

ADMINISTRATIVE OFFICER I (vice Lang-ay) - 51 APPLICANTS

8:00 am onwards		1:00 pm onwards	
AO1-88-CN39-2026	AO1-47-CN39-2026	AO1-40-CN39-2026	AO1-89-CN39-2026
AO1-39-CN39-2026	AO1-6-CN39-2026	AO1-53-CN39-2026	AO1-66-CN39-2026
AO1-52-CN39-2026	AO1-87-CN39-2026	AO1-4-CN39-2026	AO1-91-CN39-2026
AO1-24-CN39-2026	AO1-83-CN39-2026	AO1-30-CN39-2026	AO1-82-CN39-2026
AO1-70-CN39-2026	AO1-90-CN39-2026	AO1-23-CN39-2026	AO1-81-CN39-2026
AO1-48-CN39-2026	AO1-17-CN39-2026	AO1-18-CN39-2026	AO1-65-CN39-2026
AO1-79-CN39-2026	AO1-74-CN39-2026	AO1-7-CN39-2026	AO1-85-CN39-2026
AO1-11-CN39-2026	AO1-54-CN39-2026	AO1-34-CN39-2026	AO1-64-CN39-2026
AO1-43-CN39-2026	AO1-73-CN39-2026	AO1-25-CN39-2026	AO1-22-CN39-2026
AO1-5-CN39-2026	AO1-46-CN39-2026	AO1-14-CN39-2026	AO1-75-CN39-2026
AO1-57-CN39-2026	AO1-67-CN39-2026	AO1-15-CN39-2026	AO1-96-CN39-2026
AO1-58-CN39-2026	AO1-27-CN39-2026	AO1-44-CN39-2026	AO1-97-CN39-2026
AO1-60-CN39-2026	AO1-72-CN39-2026	AO1-68-CN39-2026	

d. October 8, 2026 - 8:00 a.m. onwards - Paper Assessment and Oral Interview (BEI)

Venue: Katapatan Hall

**ADMINISTRATIVE AIDE IV (20 APPLICANTS) AND
 ADMINISTRATIVE ASSISTANT III (Secretary) 11 APPLICANTS**

ADA IV- 8:00 am onwards		ADAS III- 1:00 pm onwards
ADA4-42-CN39-2026	ADA4-16-CN39-2026	ADAS3-26-CN39-2026
ADA4-34-CN39-2026	ADA4-28-CN39-2026	ADAS3-13-CN39-2026
ADA4-40-CN39-2026	ADA4-36-CN39-2026	ADAS3-25-CN39-2026
ADA4-44-CN39-2026	ADA4-35-CN39-2026	ADAS3-37-CN39-2026
ADA4-13-CN39-2026	ADA4-38-CN39-2026	ADAS3-5-CN39-2026
ADA4-5-CN39-2026	ADA4-37-CN39-2026	ADAS3-41-CN39-2026
ADA4-6-CN39-2026	ADA4-45-CN39-2026	ADAS3-31-CN39-2026
ADA4-26-CN39-2026	ADA4-39-CN39-2026	ADAS3-40-CN39-2026
ADA4-12-CN39-2026	ADA4-48-CN39-2026	ADAS3-43-CN39-2026
ADA4-25-CN39-2026	ADA4-17-CN39-2026	ADAS3-24-CN39-2026
		ADAS3-18-CN39-2026

e. October 9, 2026 - 8:00 a.m. onwards - Paper Assessment and Oral Interview (BEI)

Venue: Katapatan Hall



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ADMINISTRATIVE ASSISTANT II (15 APPLICANTS) AND ADMINISTRATIVE ASSISTANT III (14 APPLICANTS)

ADAS II- 8:00 am onwards

ADAS2-2-CN39-2026	ADAS2-7-CN39-2026
ADAS2-29-CN39-2026	ADAS2-18-CN39-2026
ADAS2-31-CN39-2026	ADAS2-28-CN39-2026
ADAS2-11-CN39-2026	ADAS2-5-CN39-2026
ADAS2-21-CN39-2026	ADAS2-10-CN39-2026
ADAS2-17-CN39-2026	ADAS2-14-CN39-2026
ADAS2-25-CN39-2026	ADAS2-9-CN39-2026
ADAS2-20-CN39-2026	

ADAS III- 1:00 pm onwards

ADAS3-38-CN39-2026
 ADAS3-41-CN39-2026
 ADAS3-23-CN39-2026
 ADAS3-42-CN39-2026
 ADAS3-48-CN39-2026
 ADAS3-27-CN39-2026
 ADAS3-20 -CN39-2026
 ADAS3-33-CN39-2026
 ADAS3-39-CN39-2026
 ADAS3-35-CN39-2026
 ADAS3-4-CN39-2026
 ADAS3-21-CN39-2026
 ADAS3-13-CN39-2026
 ADAS3-29-CN39-2026

4. The following HRMPSB members are requested to serve during the assessment of various Non-Teaching and Related-Teaching Positions:

Ginadine L. Balagso, ASDS	Chairperson
Sally P. Feken, CES	Member
Dorothy S. Asingal, AO V	Member
Catherine M. Badong, HRMO	Member
Atty. Sandy L. Basungit, Legal Officer	2 nd Level Rep. (AO I position)
Kristine Keith M. Ambatang	1 st Level Rep.
Allan S. Dumalsin, ITO I	TWG
Marjuline L. Lawagan, ADAS III	Secretariat
Karen V. Mendoza, AO II	Secretariat
Marrienne Fay T. Bonilla, ADAS III	Secretariat
Joshua A. Rebancos, AO II	Secretariat
Rosalinda Ramirez, PDO I	Secretariat
Maricel G. Gayumba, ADA VI	Secretariat

5. Applicants are hereby advised that their presence on the set dates 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@gmail.com
7. Immediate dissemination of and compliance with this memorandum is desired.


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
 OIC- Schools Division Superintendent



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