



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

DEP-ED-TABUK CITY



December 27, 2021

Division Memorandum  
 No. 067, s. 2021

**PAPER ASSESSMENT CUM INTERVIEW OF ADMINISTRATIVE ASSISTANT III & II AND ADMINISTRATIVE AIDE VI APPLICANTS**

To HRMPSB Committee  
 All Applicants  
 All Others Concerned

1. This is to inform all concerned on the Schedule of Paper Assessment cum Interview.

Position	Schedule	HRMPSB Member
ADMINISTRATIVE ASSISTANT III	January 4, 2021 8:30 AM-5:00 PM Venue: Conference Hall	1. Chairman: <b>FELICIANO L. AGSAOAY JR.</b> 2. AO-V: <b>DOROTHY S. ASINGAL</b> 3. HRMO: <b>SHAKEY L. MARTINEZ</b> 4. Non-Teaching Association Pres.: <b>SIXTO D. LANG-AY JR.</b> 5. Secretariat:
	January 5, 2021 8:30 AM-12:00 NN Venue: Conference Hall	
ADMINISTRATIVE ASSISTANT III, II AND ADMINISTRATIVE AIDE VI	January 5, 2021 1:30PM-5:00 PM Venue: Conference Hall	1. Chairman: <b>FELICIANO L. AGSAOAY JR.</b> 2. AO-V: <b>DOROTHY S. ASINGAL</b> 3. HRMO: <b>SHAKEY L. MARTINEZ</b> 4. Non-Teaching Association Pres.: <b>SIXTO D. LANG-AY JR.</b> 5. Unit Head: <b>VIRGINIA B. BALILING</b> 6. Secretariat:




Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga  
 Contact numbers: 074-624-1619/ 074-624-1620  
 Email address: [tabuk.city@deped.gov.ph](mailto:tabuk.city@deped.gov.ph)  
 Website: <https://www.depedtabukcity.com>



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

---

7. All applicants are advised to bring with them the Original Copies of their documents and come on their scheduled time.
8. All concerned are advised to wear face mask and face shield while inside the building.
9. For information and compliance.

  
**ESTELA LEON-CARIÑO Ed.D., CESO III**  
Regional Director and  
concurrent OIC  
Office of the Schools Division Superintendent

OSDS/PERSONNEL/SLM



---

Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga  
Contact numbers: 074-624-1619/ 074-624-1620  
Email address: [tabuk.city@deped.gov.ph](mailto:tabuk.city@deped.gov.ph)  
Website: <https://www.depedtabukcity.com>