



Republic of the Philippines  
**Department of Education**

Region XII  
SCHOOLS DIVISION OFFICE OF TACURONG CITY

November 6, 2023

DIVISION MEMORANDUM  
OSDS NO. 145 s. 2023

**CONDUCT OF WRITTEN EXAMINATION FOR TEACHING-RELATED  
(EDUCATION PROGRAM SUPERVISOR I) AND SKILLS TEST FOR NON-  
TEACHING (ADMINISTRATIVE ASSISTANT III) APPLICANTS**

To: Division Chiefs  
Education Program Supervisors  
Cluster Heads  
Elementary and Secondary School Administrators  
All others concerned  
This Division

1. In view of the screening process for Teaching-Related and Non-Teaching positions, this is to announce the schedule of the written examination and skills test as part of the Potential Criteria in which to measure knowledge, language proficiency, ability to present ideas, and leadership ability of the applicant.
2. Scheduled **written exam on November 8, 2023 at 9:00 o'clock in the morning for Teaching-Related Position (EPS I) and skills test in the afternoon at 1:30 for Non-Teaching Position (ADAS III)** at CSDT Conference Room, Tacurong City.
3. Applicants shall be given 45 minutes to one (1) hour to complete the written exam and/or skills test.
4. All applicants must be at the venue 30 minutes before the scheduled time and must bring their own ballpen and wear a mask.
5. There will be no other schedule for the Written Examination and/or Skills Test.
6. For details, kindly refer to DepEd Order No. 007, s. 2023 dated March 22, 2023 and follow the provisions stated therein.
7. For your information, guidance, and immediate dissemination to all concerned.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosure: None  
Reference/s: D.O. 07 s.2023; DO No. 19, s. 2022  
Allotment:  
To be indicated in the Perpetual Index under the following subjects  
POSITIONS QUALIFICATIONS VACANCIES

GPO/HR/DM/ CONDUCT OF WRITTEN EXAMINATION FOR TEACHING-RELATED (EDUCATION PROGRAM SUPERVISOR I) AND SKILLS TEST FOR NON-TEACHING (ADMINISTRATIVE ASSISTANT III) APPLICANTS/November 6, 2023



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