



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 044 s. 2023

March 3, 2023

CONDUCT OF CIVIL SERVICE ONE-DAY ORIENTATION FOR TEST ADMINISTRATORS

To: **All Concerned**

1. This has reference to the letter from the Civil Service Commission – Davao del Sur Field Office, re: Conduct of One-Day Orientation for Test Administrators in connection to the upcoming CS Examination, which will fall on any of these days:

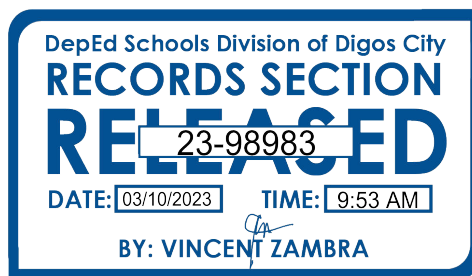
March 6, 2023 – Monday

March 7, 2023 – Tuesday

March 8, 2023 – Wednesday

March 9, 2023 - Thursday

2. Please be informed that the office allows the attendance to the activity, on official time, provided that, for teaching personnel, necessary arrangements with their respective school head shall be made, as far as working loads are concerned. Likewise, for non-teaching personnel, work arrangements shall be made with their unit head/section head to ensure that office transactions are not hampered.
3. Attached is the basic communication for your ready reference.
4. For your information, guidance and attendance.




CRISTY C. EPE
Schools Division Superintendent

Encl: As Stated