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Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2023- 166

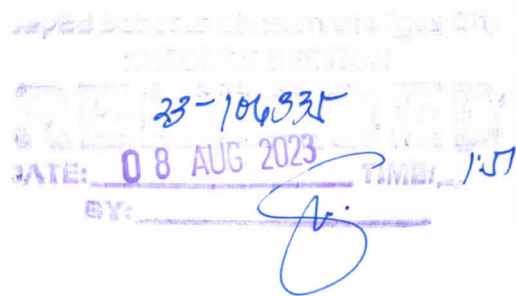
To : **Personnel of this Schools Division Office enumerated in the letter dated August 3, 2023 of Director Ortiz**

Subject: **Conduct of Orientation of accredited Civil Service Commission Test Administrators in preparation for the August 20, 2023 CS Examinations in Digos City.**

Date : **August 7, 2023**

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1. This has reference to the letter of Dir. Richard T. Ortiz, Director II, CSC Davao del Sur Field Office, Digos City dated August 3, 2023 informing this office of the conduct of the Civil Service Examination in Digos City on August 20, 2023 with a request that the 102 employees, as accredited test administrators, of this School Division Office are required to attend the half-day orientation.
 2. The School Division Superintendent has no objection to the request and directs the subject personnel to attend the said orientation on official time covered with a travel order.
 3. For proper guidance and strict compliance.


MELANIE P. ESTACIO, Ph.D., CESO VI
OIC - Schools Division Superintendent





Sir Jude
Pls. Draft memo

back
Cruz

August 3, 2023

DR. MELANIE P. ESTACIO, CESO VI
OIC-Schools Division Superintendent
Office of the Schools Division Superintendent
Department of Education Digos City Division
Roxas corner Lopez Jaena Streets, Zone II, Digos City

Dear Dr. Estacio:

The CS Examinations to be conducted nationwide for the second time this year will take place on August 20, 2023 with Digos City as one of the testing centers.

To assist the CSC in the administration of the CS Examinations, government employees who were provided training on test administration last February 2023 are called upon to serve in the August 20, 2023 CS Examinations in Digos City. These accredited test administrators will be required to attend a half-day orientation on the conduct of the CS Examinations and this will be either on August 9 or 10, 2023 in either morning or afternoon.

Among these who are tapped to serve as test administrators who are required to attend the half-day orientation are 102 of your employees. On this regard, your permission is kindly sought to allow them to attend the scheduled orientation, as follows

Name	Date	Time
ACEDILLA, DANICA LAGUNSAY	August 09, 2023	8:00 AM -12:00 PM
ALBALATE, MARY JOY DAWA	August 09, 2023	8:00 AM -12:00 PM
ALMEROL, ELLEN MONTAÑEZ	August 09, 2023	8:00 AM -12:00 PM
APEROCHO, ROSARIO CUROB	August 09, 2023	8:00 AM -12:00 PM
ASOR, AIREEN MAGTUBA	August 09, 2023	8:00 AM -12:00 PM
BALORIO, JESSIE MIRA	August 09, 2023	8:00 AM -12:00 PM
BUCOD, JASMIN EVE GREGORIO	August 09, 2023	8:00 AM -12:00 PM
CARILLO, RITCHE E.	August 09, 2023	8:00 AM -12:00 PM
CASILAC, DENISE IMARI TEDIO	August 09, 2023	8:00 AM -12:00 PM
CASTILLO, JESSA MAE L.	August 09, 2023	8:00 AM -12:00 PM
EREBIAS, JOANNE OCHO	August 09, 2023	8:00 AM -12:00 PM
EVARRETTA RUBEN	August 09, 2023	8:00 AM -12:00 PM
GONZAGA, JOAN ONNAC	August 09, 2023	8:00 AM -12:00 PM
GRANADA, JERWIN LONGAKIT	August 09, 2023	8:00 AM -12:00 PM
GRAVINO, RAMON JR. SALVAÑA	August 09, 2023	8:00 AM -12:00 PM
JUEZAN, IDA I.	August 09, 2023	8:00 AM -12:00 PM

MARAJAN, JANELIZA HERMOSISIMA	August 09, 2023	8:00 AM -12:00 PM
MIGUE, ROSEMARIE RANARA	August 09, 2023	8:00 AM -12:00 PM
NACUA, ELLEN ORTEGA	August 09, 2023	8:00 AM -12:00 PM
NAHINE, HADLEY TOLEDO	August 09, 2023	8:00 AM -12:00 PM
PIA, MARITES B.	August 09, 2023	8:00 AM -12:00 PM
PITIQUEN, GENEVIEVE TRINIDAD	August 09, 2023	8:00 AM -12:00 PM
SANTOS, ALICE SANCOVER	August 09, 2023	8:00 AM -12:00 PM
SOLON, HELENA ORDANEZA	August 09, 2023	8:00 AM -12:00 PM
TECSON, HAZEL CESAR	August 09, 2023	8:00 AM -12:00 PM
THIAM, ANNABELLE R.	August 09, 2023	8:00 AM -12:00 PM
YBAÑEZ, FRETZIE RONQUILLO	August 09, 2023	8:00 AM -12:00 PM
YBAÑEZ, ROSALINA, BALINGIT	August 09, 2023	8:00 AM -12:00 PM
YRAY, CHARMIN CABEROY	August 09, 2023	8:00 AM -12:00 PM
ANTONIO, MIZARUVA APROSTA	August 09, 2023	1:00 PM - 5:00 PM
CADION, MARYBETH DAVERAO	August 09, 2023	1:00 PM - 5:00 PM
CAHILES, HAZEL ANNE NOTARTE	August 09, 2023	1:00 PM - 5:00 PM
CARILLO, MARVIE GRACE FABIÑA	August 09, 2023	1:00 PM - 5:00 PM
CARILLO, NEIL MICHAEL CABALAN	August 09, 2023	1:00 PM - 5:00 PM
CARREON, MELISSA ERAMIS	August 09, 2023	1:00 PM - 5:00 PM
CARTAJENA, GAY FLORES	August 09, 2023	1:00 PM - 5:00 PM
CAUSING, JOSEPHINE TAN	August 09, 2023	1:00 PM - 5:00 PM
DAMO, DONNALYN SARONA	August 09, 2023	1:00 PM - 5:00 PM
DELA CRUZ, HENRIETTA IGNACIO OROC	August 09, 2023	1:00 PM - 5:00 PM
GUTIERREZ, GEMMA MERCADER	August 09, 2023	1:00 PM - 5:00 PM
LINAO, ALEXIS JOSE	August 09, 2023	1:00 PM - 5:00 PM
LOMPON, REGEL TAN	August 09, 2023	1:00 PM - 5:00 PM
LURICA, LEAH MAY ESTUDILLO	August 09, 2023	1:00 PM - 5:00 PM
PASAOL, MARY MINGRE PEPINO	August 09, 2023	1:00 PM - 5:00 PM
PONIO, CRISTIE BEBS EDULAN	August 09, 2023	1:00 PM - 5:00 PM
SABIO, JOHANNES PARAGILE	August 09, 2023	1:00 PM - 5:00 PM
SAYSON, LILYBETH MARTIN	August 09, 2023	1:00 PM - 5:00 PM
SEGISMUNDO, ERMA GUBER	August 09, 2023	1:00 PM - 5:00 PM
UBUNGEN, IRIS PUNGOS	August 09, 2023	1:00 PM - 5:00 PM
UBUNGEN, MA. LOURDES CABANIG	August 09, 2023	1:00 PM - 5:00 PM
ABELLA, VENECAR CONDIMAN	August 10, 2023	8:00 AM - 12:00 PM
ALDAYA, DORENA CRISZEL REBUCAS	August 10, 2023	8:00 AM - 12:00 PM
ALQUIZAR, JANICE SERENIO	August 10, 2023	8:00 AM - 12:00 PM
ARMAMENTO, JANE YAP	August 10, 2023	8:00 AM - 12:00 PM

BACAMANTE, ARLENE DE LOS SANTOS	August 10, 2023	8:00 AM - 12:00 PM
BAGUHIN, GRETZEN REGIDOR	August 10, 2023	8:00 AM - 12:00 PM
BALIAR, JAY RELATORRES	August 10, 2023	8:00 AM - 12:00 PM
CABANO, EMELITA BACUS	August 10, 2023	8:00 AM - 12:00 PM
CABARDO, DAYNIE BETH DIAPERERA	August 10, 2023	8:00 AM - 12:00 PM
CANDA, AGUSTINA MELBA MAMAC	August 10, 2023	8:00 AM - 12:00 PM
CANSICO, MICHELLE JANE HEFERVEZ	August 10, 2023	8:00 AM - 12:00 PM
COBIAS, DIVINA R.	August 10, 2023	8:00 AM - 12:00 PM
DAYLUBO, MARIZEL LLENA	August 10, 2023	8:00 AM - 12:00 PM
DELIMA, GLENT IAN TAJANLANGIT	August 10, 2023	8:00 AM - 12:00 PM
DELIMA, JOSEPHINE MANGARON	August 10, 2023	8:00 AM - 12:00 PM
DULDULAO, JOSETTE IRIS HISOLA	August 10, 2023	8:00 AM - 12:00 PM
ESPAÑOL, MELVY DE LA TORRE	August 10, 2023	8:00 AM - 12:00 PM
GELVERO, IONE MILAGROSA A.	August 10, 2023	8:00 AM - 12:00 PM
LAPAZ, ZORAYA DIAMAD	August 10, 2023	8:00 AM - 12:00 PM
NUGAS, GARY MURO	August 10, 2023	8:00 AM - 12:00 PM
OLAGUER, ROXANNE JOY CARIQUITAN	August 10, 2023	8:00 AM - 12:00 PM
PALMERO, WARREN PEÑAS	August 10, 2023	8:00 AM - 12:00 PM
RACHO, JHOBELLE PARBA	August 10, 2023	8:00 AM - 12:00 PM
RIOJA, LHEN MANAHAN	August 10, 2023	8:00 AM - 12:00 PM
SALANGA, NICHARL JEAN CASTRO	August 10, 2023	8:00 AM - 12:00 PM
SALAPE, RONALD CAÑETE	August 10, 2023	8:00 AM - 12:00 PM
SAYCON, MARIA ROSALIE DE LA CRUZ	August 10, 2023	8:00 AM - 12:00 PM
TORREFIEL, DIOSA MAY G.	August 10, 2023	8:00 AM - 12:00 PM
YABUT, ROSEMILYN DAÑO	August 10, 2023	8:00 AM - 12:00 PM
ZAPANTA, CATHERINE ZABALA	August 10, 2023	8:00 AM - 12:00 PM
ALBURO, MARIVIC DIVINAGRACIA	August 10, 2023	1:00 PM - 5:00 PM
ALCOMENDRAS, FRANCIS JUDE D.	August 10, 2023	1:00 PM - 5:00 PM
ALIMENTO, EDMAR LLOYD D.	August 10, 2023	1:00 PM - 5:00 PM
ARELLANO, JUPALOYD SABUGA-A	August 10, 2023	1:00 PM - 5:00 PM
BONGCAYAO, NEIL DAÑOLKO	August 10, 2023	1:00 PM - 5:00 PM
CASTAÑARES, MARK VILLARICO	August 10, 2023	1:00 PM - 5:00 PM
CATALUÑA, ELY GIGANTO	August 10, 2023	1:00 PM - 5:00 PM
DEPACAQUIBO, FERLYN MAE SOLON	August 10, 2023	1:00 PM - 5:00 PM
FLORES, MARIA BASILIA GEYROZAGA	August 10, 2023	1:00 PM - 5:00 PM
JAITONI, SORALIN O.	August 10, 2023	1:00 PM - 5:00 PM

LOMA, ALJUN JAY ALABATA	August 10, 2023	1:00 PM - 5:00 PM
LOYOLA, QUMRAN MUGOT	August 10, 2023	1:00 PM - 5:00 PM
MAMPAO, SITTY-NOR PANNY	August 10, 2023	1:00 PM - 5:00 PM
OBENZA, HARRY VALENTINE	August 10, 2023	1:00 PM - 5:00 PM
POLICARPIO, RENEVIC MAE L.	August 10, 2023	1:00 PM - 5:00 PM
RODRIGUEZ, MON BRIAN HEMTOG	August 10, 2023	1:00 PM - 5:00 PM
RUIZ, JESSE JAMES ABADILLA	August 10, 2023	1:00 PM - 5:00 PM
SALANGA, JOVEN ANTHONY PONTILLANO	August 10, 2023	1:00 PM - 5:00 PM
SALEBAT, ROSEMARIE DIO	August 10, 2023	1:00 PM - 5:00 PM
SANICO, GENIE GUY DABELO	August 10, 2023	1:00 PM - 5:00 PM
SENARILLOS, PETER-JASON CALVAN	August 10, 2023	1:00 PM - 5:00 PM
TABANAO, MIRAFLOR B.	August 10, 2023	1:00 PM - 5:00 PM

Your most favorable response to this matter will be highly appreciated.

Very truly yours,


RICHARD T. ORTIZ
Director II