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Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2024-2m

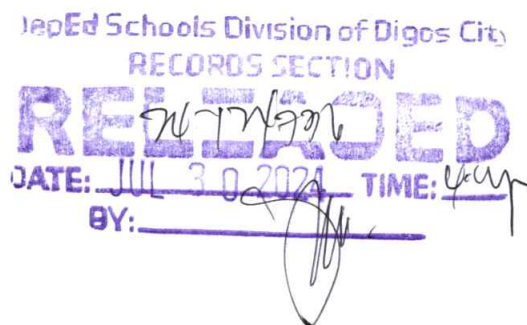
To : **CIVIL SERVICE COMMISSION TEST ADMINISTRATORS**

Subject: **CSC Test Administrators Orientation for the August 11, 2024 CS Examination**

Date : **July 30, 2024**

1. This has reference to the letter dated July 23, 2024 of Dir. Richard T. Ortiz, Director II, Civil Service Commission Davao del Sur/Davao Occidental Field Office, Luna Street, Zone II, Digos City, requesting the presence of 101 employees of the Division of Digos City to attend the half-day orientation on administering the CS Examination to held on August 11, 2024.
2. The Office of the Schools Division Superintendent approves the request and directs the Test Administrators indicated in the letter of Dir. Ortiz, which forms part of this memorandum, to attend the said half-day orientation on August 1 and 2, 2024 observing the proper scheduling.
3. For the teachers, who will attend the said orientation, secure the permission of your School Head for the proper arrangement of your classes so as not to incur disruption.
4. For proper guidance and strict compliance.


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





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July 23, 2024

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 11, 2024 and Digos City remains as one of the testing centers.

To assist the CSC in the administration of the CS Examinations, government employees who were previously provided training on test administration are called upon to serve in the August 11, 2024 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 on August 01 and 02, 2024 in either morning or afternoon.

Among those who are tapped to serve as test administrators and are required to attend the half-day orientation are 101 of your employees. On this regard, your permission is kindly sought to allow them to attend the scheduled orientation, as follows

Name	Position	Date	Time
ABELLA, VENECAR C.	TEACHER II (SHS)	AUG. 01, 2024	8:00 AM-12:00 PM
ACURAM, EVELYN A.	TEACHER III	AUG. 01, 2024	8:00 AM-12:00 PM
ALBALATE, MARY JOY D.	MASTER TEACHER II	AUG. 01, 2024	8:00 AM-12:00 PM
ALBARRACIN, VINNIS JOY D.	TEACHER I	AUG. 01, 2024	8:00 AM-12:00 PM
ALBURO, MARIVIC D.	MASTER TEACHER I	AUG. 01, 2024	8:00 AM-12:00 PM
ALMEROL, ELLEN M.	TEACHER III	AUG. 01, 2024	8:00 AM-12:00 PM
ALQUIZAR, JANICE S.	TEACHER III	AUG. 01, 2024	8:00 AM-12:00 PM

Bawat Kawani, Lingkod Bayani

ANDRES, ELAINE JOY C.	TEACHER III	AUG. 01, 2024	8:00 AM-12:00 PM
ANGELO, ROSELA A.	MASTER TEACHER I	AUG. 01, 2024	8:00 AM-12:00 PM
ANTIPUESTO, ART ALBERT R.	TEACHER I	AUG. 01, 2024	8:00 AM-12:00 PM
ANTONIO, MIZARUVA A.	TEACHER I	AUG. 01, 2024	8:00 AM-12:00 PM
ARENDAIN, MERCY GRACE N.	TEACHER III	AUG. 01, 2024	8:00 AM-12:00 PM
ARMAMENTO, JANE Y.	TEACHER III	AUG. 01, 2024	8:00 AM-12:00 PM
ASOR, AIREEN M.	TEACHER III	AUG. 01, 2024	8:00 AM-12:00 PM
BALIAR, JAY R.	TEACHER I	AUG. 01, 2024	8:00 AM-12:00 PM
BALORIO, JESSIE M.	TEACHER III	AUG. 01, 2024	8:00 AM-12:00 PM
BANGA, JEMBOY R.	TEACHER II	AUG. 01, 2024	8:00 AM-12:00 PM
BANTA, IANNIE P.	TEACHER II	AUG. 01, 2024	8:00 AM-12:00 PM
BETERBO, MARICHU C.	ADMIN. OFFICER II	AUG. 01, 2024	8:00 AM-12:00 PM
CABANO, EMELITA B.	MASTER TEACHER I	AUG. 01, 2024	8:00 AM-12:00 PM
CABRILLOS, FRANCISCO F.	MASTER TEACHER I	AUG. 01, 2024	8:00 AM-12:00 PM
CADAYONA, JO ANN F.	TEACHER III	AUG. 01, 2024	8:00 AM-12:00 PM
CADION, MARYBETH D.	MASTER TEACHER I	AUG. 01, 2024	8:00 AM-12:00 PM
CAHILES, HAZEL N.	TEACHER III (SG)	AUG. 01, 2024	8:00 AM-12:00 PM
CARILLO, MARVIE GRACE F.	TEACHER III	AUG. 01, 2024	8:00 AM-12:00 PM
CARILLO, NIEL MICHAEL C.	HEAD TEACHER III	AUG. 01, 2024	8:00 AM-12:00 PM
CARTAJENA, GAY F.	TEACHER III	AUG. 01, 2024	8:00 AM-12:00 PM

CASILAC, DENISE IMARI T.	TEACHER III	AUG. 01, 2024	8:00 AM-12:00 PM
CAUSING, JOSEPHINE T.	TEACHER II	AUG. 01, 2024	8:00 AM-12:00 PM
COBIAS, DIVINA R.	MASTER TEACHER II	AUG. 01, 2024	8:00 AM-12:00 PM
DE ASIS, JUDY MAE	TEACHER III	AUG. 01, 2024	1:00 PM-5:00 PM
DE JOSE, LORNA GLENDA I.	MASTER TEACHER I	AUG. 01, 2024	1:00 PM-5:00 PM
DELA CRUZ, HENRIETTA IGNACIA O.	TEACHER I (SG)	AUG. 01, 2024	1:00 PM-5:00 PM
DEPACAQUIBO, FERLYN MAE S.	TEACHER III	AUG. 01, 2024	1:00 PM-5:00 PM
DINOY, SHERYL M.	TEACHER II	AUG. 01, 2024	1:00 PM-5:00 PM
DUMADAG, FLORADEL M.	MASTER TEACHER I	AUG. 01, 2024	1:00 PM-5:00 PM
EBOL JR., DANILO M.	ADMIN. OFFICER II	AUG. 01, 2024	1:00 PM-5:00 PM
ELTAGONDE, VINCENT PAUL B.	TEACHEER I	AUG. 01, 2024	1:00 PM-5:00 PM
EREBIAS, JOANNE O.	MASTER TEACHER I	AUG. 01, 2024	1:00 PM-5:00 PM
EVARRETTA, RUBEN	PROJ. DEV'T OFFICER II	AUG. 01, 2024	1:00 PM-5:00 PM
FLORENTINO, HAZEL P.	TEACHER III	AUG. 01, 2024	1:00 PM-5:00 PM
FLORES, MARIA BASILIA G.	HEAD TEACHER VI	AUG. 01, 2024	1:00 PM-5:00 PM
GASING, SAMANTHA BEA F.	TEACHER III	AUG. 01, 2024	1:00 PM-5:00 PM
GEROMO, JYMAER T.	TEACHER III	AUG. 01, 2024	1:00 PM-5:00 PM
GRANADDA, JERWIN L.	SCHOOL PRINCIPAL I	AUG. 01, 2024	1:00 PM-5:00 PM
GRAVINO, RAMON JR. S.	MASTER TEACHER II	AUG. 01, 2024	1:00 PM-5:00 PM
IYOG, SHARON ANN	ADMIN. OFFICER II	AUG. 01, 2024	1:00 PM-5:00 PM

LAPAZ, ZORAYA D.	REGISTRAR I	AUG. 01, 2024	1:00 PM-5:00 PM
LEGASPI, ABSHALOM P.	TEACHER III	AUG. 01, 2024	1:00 PM-5:00 PM
LOMPON, REGEL T.	TEACHER III	AUG. 01, 2024	1:00 PM-5:00 PM
MACIAS, JONATHAN S.	TEACHER I	AUG. 01, 2024	1:00 PM-5:00 PM
MAGDADARO, FERDINAND C.	PROJ. DEV'T OFFICER I	AUG. 01, 2024	1:00 PM-5:00 PM
MAMPAO, SITTY-NOR P.	TEACHER III	AUG. 01, 2024	1:00 PM-5:00 PM
MARAJAN, JANELIZA H.	MASTER TEACHEER II	AUG. 02, 2024	8:00 AM-12:00 PM
MIGUE, ROSEMARIE R.	MASTER TEACHER II	AUG. 02, 2024	8:00 AM-12:00 PM
MIJARES, MARIA ELSIE D.	MASTER TEACHER I	AUG. 02, 2024	8:00 AM-12:00 PM
MONDEJAR, ARTELEIH E.	MASTER TEACHER II	AUG. 02, 2024	8:00 AM-12:00 PM
MONREAL, ARCELE S.	TEACHER III (SG)	AUG. 02, 2024	8:00 AM-12:00 PM
NACUA, ELLEN O.	TEACHER III	AUG. 02, 2024	8:00 AM-12:00 PM
NUGAS, GARY M.	MASTER TEACHER I	AUG. 02, 2024	8:00 AM-12:00 PM
OLAGUER, ROXANNE JOY C.	TEACHER III	AUG. 02, 2024	8:00 AM-12:00 PM
PALMERO, WARREN P.	TEACHER III	AUG. 02, 2024	8:00 AM-12:00 PM
PASAOL, MARRY MINGRE P.	TEACHER III	AUG. 02, 2024	8:00 AM-12:00 PM
PITIQUEN, GENEVIEVE T.	TEACHER III	AUG. 02, 2024	8:00 AM-12:00 PM
POLICARPIO, RENEVIC MAE L.	TEACHER III	AUG. 02, 2024	8:00 AM-12:00 PM
PONIO, CRISTIE BEBS E.	TEACHER III	AUG. 02, 2024	8:00 AM-12:00 PM
QUIÑONES, ELIZABETH F.	MASTER TEACHER II	AUG. 02, 2024	8:00 AM-12:00 PM

RABAYA, CATHERINE B.	BONAFE	ADMIN. OFFICER II	AUG. 02, 2024	8:00 AM- 12:00 PM
RANARA, GERALDINE M.		ADMIN. OFFICER II	AUG. 02, 2024	8:00 AM- 12:00 PM
RODRIGUEZ, MON BRIAN H.		MASTER TEACHER I	AUG. 02, 2024	8:00 AM- 12:00 PM
APEROCHE, ROSARIO C.		HEAD TEACHER VI	AUG. 02, 2024	8:00 AM- 12:00 PM
ROVILLOS, GAY G.		TEACHER II	AUG. 02, 2024	8:00 AM- 12:00 PM
SABIO, JOHANNES P.		MASTER TEACHER II	AUG. 02, 2024	8:00 AM- 12:00 PM
SALAPE, RONALD C.		MASTER TEACHER I	AUG. 02, 2024	8:00 AM- 12:00 PM
SALEBAT, ROSEMARIE D.		TEACHER III	AUG. 02, 2024	8:00 AM- 12:00 PM
SAMPAGA, RENATO O.		TEACHER III	AUG. 02, 2024	8:00 AM- 12:00 PM
SAPLAGIO, GINA S.		TEACHER III	AUG. 02, 2024	8:00 AM- 12:00 PM
SEGISMUNDO, ERMA G.		MASTEER TEACHER I	AUG. 02, 2024	8:00 AM- 12:00 PM
SINGSON, RUANIE L.		TEACHER I	AUG. 02, 2024	8:00 AM- 12:00 PM
SOLON, HELENA O.		ADMIN. OFFICER II	AUG. 02, 2024	8:00 AM- 12:00 PM
SULTAN, NAIRA B.		TEACHER I	AUG. 02, 2024	8:00 AM- 12:00 PM
TABANAO, MIRAFLOR B.		TEACHER III	AUG. 02, 2024	8:00 AM- 12:00 PM
ALCOMENDRAS, JUDE D.	FRANCIS	ADMIN. OFFICER V	AUG. 02, 2024	1:00 PM-5:00 PM
CARDINES, JUVY A.		ADMIN. OFFICER II	AUG. 02, 2024	1:00 PM-5:00 PM
CASTAÑARES, MARK V.		ADMIN. OFFICER II	AUG. 02, 2024	1:00 PM-5:00 PM
DEDACE, RONALD B.		SR. EDUC. PROGRAM SPECIALIST	AUG. 02, 2024	1:00 PM-5:00 PM
JUEZAN, IDA I.		PUBLIC SCHOOLS DISTRICT SUPERVISOR	AUG. 02, 2024	1:00 PM-5:00 PM

LOMA, ALJUN JAY A.	ADMIN. OFFICER II	AUG. 02, 2024	1:00 PM-5:00 PM
PAGAYON, MA. BERNADETTE V.	ADMIN. OFFICER II	AUG. 02, 2024	1:00 PM-5:00 PM
PAGAYON, RODEL L.	EDUC. PROG. SUPERVISOR	AUG. 02, 2024	1:00 PM-5:00 PM
ROMITMAN, INAME N.	MASTER TEACHER I	AUG. 02, 2024	1:00 PM-5:00 PM
SALANGA, JOVEN ATHONY P.	ADMIN. OFFICER I	AUG. 02, 2024	1:00 PM-5:00 PM
SALANGA, NICHARL JEAN C.	TEACHER III	AUG. 02, 2024	1:00 PM-5:00 PM
SENARILLOS, PETER-JASON C.	SR. EDUC. PROG. SPECIALIST	AUG. 02, 2024	1:00 PM-5:00 PM
THIAM, ANNABELLE R.	TEACHER III	AUG. 02, 2024	1:00 PM-5:00 PM
TIMTIM, MICHAEL L.	MASTER TEACHER I	AUG. 02, 2024	1:00 PM-5:00 PM
TULOY, MARICHO M.	TEACHER III (SG)	AUG. 02, 2024	1:00 PM-5:00 PM
UBUNGEN, IRIS P.	TEACHER III	AUG. 02, 2024	1:00 PM-5:00 PM
UBUNGEN, MA, LOURDES C.	TEACHER II	AUG. 02, 2024	1:00 PM-5:00 PM
YBAÑEZ, ROSALINA B.	MASTER TEACHER II	AUG. 02, 2024	1:00 PM-5:00 PM
ZAPANTA, CATHERINE Z.	MASTER TEACHER II	AUG. 02, 2024	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