



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2025-655

To : **CIVIL SERVICE COMMISSION TEST ADMINISTRATORS**

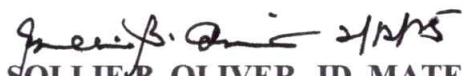
Subject: **CSC Test Administrators Orientation for the March 2, 2025 CS Examination**

Date : **February 12, 2025**

1. This has reference to the letter dated February 11, 2025 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 February 20-21, 2025.
2. The Office of the Schools Division Superintendent approves the request and directs the Teaching and Non-Teacher personnel of the SDO who Test Administrators indicated in the letter of Dir. Ortiz, which forms part of this memorandum, to attend the said half-day orientation on February 20-21, 2025 observing the proper scheduling of the CSC.
3. For the teachers, who will attend the said orientation, secure the permission (Authority to Travel) from your School Head for the proper arrangement of your classes so as not to incur disruption.
4. For proper guidance and strict compliance.

For and in the absence of:

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


SOLLIE B. OLIVER, JD, MATE
Chief Education Supervisor
Officer-in-Charge

JepEd Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: FEB 13 2025 TIME: 9:25

BY: 





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Department of Education
DIGOS CITY DIVISION

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


SOLLIE B. OLIVER, JD, MATE
Chief Education Supervisor
Officer-in-Charge





February 11, 2025

DR. MELANIE P. ESTACIO, CESO VI
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 first Civil Service Examinations to be simultaneously conducted nationwide this year will take place on March 02, 2025 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 March 02, 2025 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 to be held in the Audio-Visual Room of Digos City National High School.

Among those who are tapped to serve as test administrators and are required to attend the half-day orientation are 100 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)	FEB. 20, 2025	8:00 AM-12:00 PM
ACURAM, EVELYN A.	TEACHER III	FEB. 20, 2025	8:00 AM-12:00 PM
ALBALATE, MARY JOY D.	MASTER TEACHER II	FEB. 20, 2025	8:00 AM-12:00 PM
ALBARRACIN, VINNIS JOY D.	TEACHER I	FEB. 20, 2025	8:00 AM-12:00 PM
ALBURO, MARIVIC D.	MASTER TEACHER I	FEB. 20, 2025	8:00 AM-12:00 PM
ALMEROL, ELLEN M.	TEACHER III	FEB. 20, 2025	8:00 AM-12:00 PM
ALQUIZAR, JANICE S.	TEACHER III	FEB. 20, 2025	8:00 AM-12:00 PM

Bawat Kawani, Lingkod Bayani

AMARO, MALUZ E.	TEACHER III	FEB. 20, 2025	8:00 AM-12:00 PM
ANDRES, ELAINE JOY C.	TEACHER III	FEB. 20, 2025	8:00 AM-12:00 PM
ANGELO, ROSELA A.	MASTER TEACHER I	FEB. 20, 2025	8:00 AM-12:00 PM
ANTIPUESTO, ART ALBERT R.	TEACHER I	FEB. 20, 2025	8:00 AM-12:00 PM
ANTONIO, MIZARUVA A.	TEACHER I	FEB. 20, 2025	8:00 AM-12:00 PM
APEROCHE, ROSARIO C.	HEAD TEACHER VI	FEB. 20, 2025	8:00 AM-12:00 PM
ARENDAIN, MERCY GRACE N.	TEACHER III	FEB. 20, 2025	8:00 AM-12:00 PM
ARMAMENTO, JANE Y.	TEACHER III	FEB. 20, 2025	8:00 AM-12:00 PM
ASOR, AIREEN M.	TEACHER III	FEB. 20, 2025	8:00 AM-12:00 PM
ATILANO, ROSIEPE C.	TEACHER III	FEB. 20, 2025	8:00 AM-12:00 PM
BALIAR, JAY R.	TEACHER I	FEB. 20, 2025	8:00 AM-12:00 PM
BALORIO, JESSIE M.	TEACHER III	FEB. 20, 2025	8:00 AM-12:00 PM
BANGA, JEMBOY R.	TEACHER II	FEB. 20, 2025	8:00 AM-12:00 PM
BANTA, IANNIE P.	TEACHER II	FEB. 20, 2025	8:00 AM-12:00 PM
BETERBO, MARICHU C.	ADMIN. OFFICER II	FEB. 20, 2025	8:00 AM-12:00 PM
BONGCAYAO, NEIL	PSDS	FEB. 20, 2025	8:00 AM-12:00 PM
CABANO, EMELITA B.	MASTER TEACHER I	FEB. 20, 2025	8:00 AM-12:00 PM
CABRILLOS, FRANCISCO F.	MASTER TEACHER I	FEB. 20, 2025	8:00 AM-12:00 PM
CADAYONA, JO ANN F.	TEACHER III	FEB. 20, 2025	8:00 AM-12:00 PM
CADION, MARYBETH D.	MASTER TEACHER I	FEB. 20, 2025	8:00 AM-12:00 PM

CAHILES, HAZEL ANNE N.	TEACHER III (SG)	FEB. 20, 2025	8:00 AM-12:00 PM
CARILLO, MARVIE GRACE F.	TEACHER III	FEB. 20, 2025	8:00 AM-12:00 PM
CASILAC, DENISE IMARI T.	TEACHER III	FEB. 20, 2025	8:00 AM-12:00 PM
CASTAÑARES, MARK V.	ADMIN. OFFICER II	FEB. 20, 2025	8:00 AM-12:00 PM
CAUSING, JOSEPHINE T.	TEACHER III	FEB. 20, 2025	8:00 AM-12:00 PM
COBIAS, DIVINA R.	MASTER TEACHER II	FEB. 20, 2025	8:00 AM-12:00 PM
DAMO, DONNALY S.	TEACHER III	FEB. 20, 2025	8:00 AM-12:00 PM
DE ASIS, JUDY MAE	TEACHER III	FEB. 20, 2025	8:00 AM-12:00 PM
DELA CRUZ, HENRIETTA IGNACIA O.	TEACHER I (SG)	FEB. 20, 2025	8:00 AM-12:00 PM
DELIMA, JOSEPHINE M.	MASTER TEACHER I	FEB. 20, 2025	1:00 PM-5:00 PM
DELIMA, VERONICA T.	MASTER TEACHER III	FEB. 20, 2025	1:00 PM-5:00 PM
DEPACAQUIBO, FERLYN MAE S.	TEACHER III	FEB. 20, 2025	1:00 PM-5:00 PM
DULDULAO, JOSETTE IRIS H.	TEACHER III	FEB. 20, 2025	1:00 PM-5:00 PM
EBOL JR., DANILO M.	ADMIN. OFFICER II	FEB. 20, 2025	1:00 PM-5:00 PM
ENCARNACION, REANN S.	TEACHER	FEB. 20, 2025	1:00 PM-5:00 PM
EREBIAS, JOANNE O.	MASTER TEACHER I	FEB. 20, 2025	1:00 PM-5:00 PM
EVARRETTA, RUBEN	PROJ. DEV'T OFFICER II	FEB. 20, 2025	1:00 PM-5:00 PM
FLORES, MARIA BASILIA G.	HEAD TEACHER VI	FEB. 20, 2025	1:00 PM-5:00 PM
GASING, SAMANTHA BEA F.	TEACHER III	FEB. 20, 2025	1:00 PM-5:00 PM
GEROMO, JYMAER T.	TEACHER III	FEB. 20, 2025	1:00 PM-5:00 PM

GONZAGA, JOAN O.	TEACHER III	FEB. 20, 2025	1:00 PM-5:00 PM
GRANADDA, JERWIN L.	SCHOOL PRINCIPAL I	FEB. 20, 2025	1:00 PM-5:00 PM
GRAVINO, RAMON JR. S.	MASTER TEACHER II	FEB. 20, 2025	1:00 PM-5:00 PM
GUNDAYA, ELEORA CECILIA F.	ADMIN. OFFICER II	FEB. 20, 2025	1:00 PM-5:00 PM
IYOG, SHARON ANN	ADMIN. OFFICER II	FEB. 20, 2025	1:00 PM-5:00 PM
JUEZAN, IDA I.	PUBLIC SCHOOLS DISTRICT SUPERVISOR	FEB. 20, 2025	1:00 PM-5:00 PM
LOMA, ALJUN JAY A.	ADMIN. OFFICER II	FEB. 20, 2025	1:00 PM-5:00 PM
LOMPON, REGEL T.	TEACHER III	FEB. 20, 2025	1:00 PM-5:00 PM
MACIAS, JONATHAN S.	TEACHER I	FEB. 20, 2025	1:00 PM-5:00 PM
MAGDADARO, FERDINAND C.	PROJ. DEV'T OFFICER I	FEB. 20, 2025	1:00 PM-5:00 PM
MAMPAO, SITTY-NOR P.	TEACHER III	FEB. 20, 2025	1:00 PM-5:00 PM
MARAJAN, JANELIZA H.	MASTER TEACHEER II	FEB. 20, 2025	1:00 PM-5:00 PM
MIGUE, ROSEMARIE R.	MASTER TEACHER II	FEB. 20, 2025	1:00 PM-5:00 PM
MILCA, WELLISA P.	MASTER TEACHER II	FEB. 20, 2025	1:00 PM-5:00 PM
MONDEJAR, ARTELEIH E.	MASTER TEACHER II	FEB. 20, 2025	1:00 PM-5:00 PM
MONREAL, ARCELE S.	TEACHER III (SG)	FEB. 20, 2025	1:00 PM-5:00 PM
NACUA, ELLEN O.	TEACHER III	FEB. 20, 2025	1:00 PM-5:00 PM
NUGAS, GARY M.	MASTER TEACHER I	FEB. 20, 2025	1:00 PM-5:00 PM
OLAGUER, ROXANNE JOY C.	TEACHER III	FEB. 20, 2025	1:00 PM-5:00 PM
PAGAYON, MA. BERNADETTE V.	ADMIN. OFFICER II	FEB. 20, 2025	1:00 PM-5:00 PM

PAGAYON, RODEL L.	EDUCATION PROGRAM SUPERVISOR	FEB. 20, 2025	1:00 PM-5:00 PM
PALMERO, WARREN P.	TEACHER III	FEB. 21, 2025	8:00 AM-12:00 PM
PASAOL, MARRY MINGRE P.	TEACHER III	FEB. 21, 2025	8:00 AM-12:00 PM
PELLETERO, BEA P.	ADMIN. ASSISTANT III	FEB. 21, 2025	8:00 AM-12:00 PM
PITIQUEN, GENEVIEVE T.	TEACHER III	FEB. 21, 2025	8:00 AM-12:00 PM
POLICARPIO, RENEVIC MAE L.	TEACHER III	FEB. 21, 2025	8:00 AM-12:00 PM
PONIO, CRISTIE BEBS E.	TEACHER III	FEB. 21, 2025	8:00 AM-12:00 PM
QUIÑONES, ELIZABETH F.	MASTER TEACHER II	FEB. 21, 2025	8:00 AM-12:00 PM
RANARA, GERALDINE M.	ADMIN. OFFICER II	FEB. 21, 2025	8:00 AM-12:00 PM
RAYMUNDO, REGINA C.	MASTER TEACHER II	FEB. 21, 2025	8:00 AM-12:00 PM
RIOJA, LHEN M.	TEACHER III	FEB. 21, 2025	8:00 AM-12:00 PM
RODRIGUEZ, MON BRIAN H.	MASTER TEACHER I	FEB. 21, 2025	8:00 AM-12:00 PM
ROMITMAN, INAME N.	MASTER TEACHER I	FEB. 21, 2025	8:00 AM-12:00 PM
ROVILLOS, GAY G.	TEACHER II	FEB. 21, 2025	8:00 AM-12:00 PM
SABIO, JOHANNES P.	MASTER TEACHER II	FEB. 21, 2025	8:00 AM-12:00 PM
SALANGA, JOVEN ATHONY P.	ADMIN. OFFICER IV	FEB. 21, 2025	8:00 AM-12:00 PM
SALANGA, NICHARL JEAN C.	TEACHER III	FEB. 21, 2025	8:00 AM-12:00 PM
SALAPE, RONALD C.	MASTER TEACHER I	FEB. 21, 2025	8:00 AM-12:00 PM
SALEBAT, ROSEMARIE D.	TEACHER III	FEB. 21, 2025	8:00 AM-12:00 PM
SAMPAGA, RENATO O.	TEACHER III	FEB. 21, 2025	8:00 AM-12:00 PM

SANTOS, ALICE S.	TEACHER III	FEB. 21, 2025	8:00 AM-12:00 PM
SAPLAGIO, GINA S.	TEACHER III	FEB. 21, 2025	8:00 AM-12:00 PM
SENARILLOS, PETER-JASON C.	SR. EDUC. PROG. SPECIALIST	FEB. 21, 2025	8:00 AM-12:00 PM
SULTAN, NAIRA B.	TEACHER I	FEB. 21, 2025	8:00 AM-12:00 PM
TABANAO, MIRAFLOR B.	TEACHER III	FEB. 21, 2025	8:00 AM-12:00 PM
THIAM, ANNABELLE R.	TEACHER III	FEB. 21, 2025	8:00 AM-12:00 PM
TIMTIM, MICHAEL L.	MASTER TEACHER I	FEB. 21, 2025	8:00 AM-12:00 PM
TULOY, MARICHO M.	TEACHER III (SG)	FEB. 21, 2025	8:00 AM-12:00 PM
UBUNGEN, IRIS P.	TEACHER III	FEB. 21, 2025	8:00 AM-12:00 PM
UBUNGEN, MA, LOURDES C.	TEACHER II	FEB. 21, 2025	8:00 AM-12:00 PM
YBAÑEZ, FRETZIE R.	MASTER TEACHER I	FEB. 21, 2025	8:00 AM-12:00 PM
YBAÑEZ, ROSALINA B.	MASTER TEACHER II	FEB. 21, 2025	8:00 AM-12:00 PM
ZAPANTA, CATHERINE Z.	MASTER TEACHER II	FEB. 21, 2025	8:00 AM-12:00 PM

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

Very truly yours,


RICHARD T. ORTIZ
 Director II