



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**


**OSDS-2025- 069**

**To : CIVIL SERVICE COMMISSION TEST ADMINISTRATORS**

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

**Date : February 24, 2025**

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1. This has reference to the letter dated February 21, 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 10 employees of the Division of Digos City to attend the half-day orientation on administering the CS Examination to be held on February 27, 2025 in the afternoon, at the Civil Service Commission Davao del Sur/Davao Occidental Field Office .The Office of the Schools Division Superintendent approves this request and directs the Teaching and Non-Teacher personnel of the SDO to attend the said orientation.
  2. 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.
  3. For proper guidance and strict compliance.

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

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
W. 15

DATE: FEB 26 2025 TIME: P.W.M.  
BY: 





February 21, 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, additional 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 on February 25, 2025, Tuesday, at 8:00 AM to 12:00 Noon in the CSC Davao del Sur and Davao Occidental Field Office at Luna Bataan Street, Christian Village, Aplaya, Digos City.

Among those who are tapped to serve as additional test administrators and are required to attend the half-day orientation are 10 of your employees. On this regard, your permission is kindly sought to allow them to attend the scheduled orientation, as follows

Name	Position
ALDAYA, DORENA CRISZEL R.	TEACHER I
BACAMANTE, ARLENE D.	MASTER TEACHER I
DALUMATAN, MARYLOVE B.	PROJECT DEVELOPMENT OFFICER I
DUGAY, ALGIE ELEANOR M.	MASTER TEACHER I
EVARRETTA, RUBEN	PROJECT DEVELOPMENT OFFICER II
GELVERO, IONE MILAGROSA A.	TEACHER II

**Bawat Kawani, Lingkod Bayani**

GALORIO, RUBELYN L.	SPECIAL SCIENCE TEACHER I
SAMORANOS, AENGEL F.	TEACHER III
SAYCON, MARIA ROSALIE D.	SECONDARY SCHOOL TEACHER III
TORREFIEL, DIOSA MAY G.	TEACHER III

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

Very truly yours,

  
**RICHARD T. ORTIZ**  
Director II