



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2025- 193

To : **CIVIL SERVICE COMMISSION TEST ADMINISTRATORS**

Subject: **Civil Service Commission Test Administrators Orientation for the August 10, 2025 Career Service Examination**

Date : **July 10, 2025**

1. This has reference to the letter dated July 3, 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 accredited test administrators of the Division of Digos City to attend the half-day orientation on administering the Career Service Examination to held on August 10, 2025.
2. The Office of the Schools Division Superintendent approves the request and directs the Teaching and Non-Teacher personnel of this Schools Division Office who are accredited Test Administrators as indicated in the letter of Dir. Ortiz dated July 3, 2025, to form part of this memorandum, to attend the said half-day orientation in the afternoon of July 28, 2025 and afternoon of July 29, 2025.
3. Those personnel who will attend the said orientation shall secure proper permission (Authority to Travel) from the School Head for proper arrangement of schedule in order to avoid disruption classes.
4. For proper guidance and strict compliance.

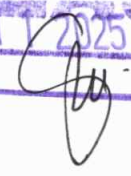

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

JapEd Schools Division of Digos City

RECORDS SECTION

RELEASED
10-7419

DATE: JUL 11 2025 TIME: 2:24p

BY: 





July 3, 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 Civil Service Examinations to be conducted nationwide for the second time this year will take place on August 10, 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 August 10, 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 67 of your employees on the first batch on the afternoon of July 28, 2025, Monday. The second batch are the other 39 of your employees and that will be on the afternoon of July 29, 2025, Tuesday. On this regard, your permission is kindly sought to allow them to attend the scheduled orientation, as follows:

Name	Position	Date	Time
ALBALATE, MARY JOY D.	MASTER TEACHER II	JUL. 28, 2025	1:00 PM-5:00 PM
ALBURO, MARIVIC D.	MASTER TEACHER I	JUL. 28, 2025	1:00 PM-5:00 PM
ALDAYA, DORENA CRISZEL R.	MASTER TEACHER I	JUL. 28, 2025	1:00 PM-5:00 PM
ALMEROL, ELLEN M.	TEACHER III	JUL. 28, 2025	1:00 PM-5:00 PM
ANDRES, ELAINE JOY C.	TEACHER III	JUL. 28, 2025	1:00 PM-5:00 PM
ANTIPUESTO, ART ALBERT R.	TEACHER I	JUL. 28, 2025	1:00 PM-5:00 PM
ANTONIO, MIZARUVA A.	TEACHER I	JUL. 28, 2025	1:00 PM-5:00 PM

ARENDAIN, MERCY GRACE N.	TEACHER III	JUL. 28, 2025	1:00 PM-5:00 PM
ARMAMENTO, JANE Y.	TEACHER III	JUL. 28, 2025	1:00 PM-5:00 PM
ASOR, AIREEN M.	TEACHER III	JUL. 28, 2025	1:00 PM-5:00 PM
BACAMANTE, ARLENE D.	MASTER TEACHER I	JUL. 28, 2025	1:00 PM-5:00 PM
BAGUHIN, GRETZEN R.	TEACHER I	JUL. 28, 2025	1:00 PM-5:00 PM
BALIAR, JAY R.	TEACHER I	JUL. 28, 2025	1:00 PM-5:00 PM
BALORIO, JESSIE M.	TEACHER III	JUL. 28, 2025	1:00 PM-5:00 PM
BANGA, JEMBOY R.	TEACHER II	JUL. 28, 2025	1:00 PM-5:00 PM
BANTA, IANNIE P.	TEACHER II	JUL. 28, 2025	1:00 PM-5:00 PM
BETERBO, MARICHU C.	ADMIN. OFFICER II	JUL. 28, 2025	1:00 PM-5:00 PM
CABANO, EMELITA B.	MASTER TEACHER I	JUL. 28, 2025	1:00 PM-5:00 PM
CABARDO, DAYNIE BETH D.	ADMIN. OFFICER II	JUL. 28, 2025	1:00 PM-5:00 PM
CABRILLOS, FRANCISCO F.	MASTER TEACHER I	JUL. 28, 2025	1:00 PM-5:00 PM
CADAYONA, JO ANN F.	TEACHER III	JUL. 28, 2025	1:00 PM-5:00 PM
CADION, MARYBETH D.	MASTER TEACHER I	JUL. 28, 2025	1:00 PM-5:00 PM
CAHILES, HAZEL ANNE N.	TEACHER III (SG)	JUL. 28, 2025	1:00 PM-5:00 PM
CARDINES, JUVY A.	ADMIN. OFFICER II	JUL. 28, 2025	1:00 PM-5:00 PM
CARILLO, MARVIE GRACE F.	TEACHER III	JUL. 28, 2025	1:00 PM-5:00 PM
CARILLO, NEIL MICHAEL C.	HEAD TEACHER III	JUL. 28, 2025	1:00 PM-5:00 PM
CARREON, MELISSA E.	TEACHER II	JUL. 28, 2025	1:00 PM-5:00 PM
CARTAJENA, GAY F.	TEACHER III	JUL. 28, 2025	1:00 PM-5:00 PM
CASILAC, DENISE IMARI T.	TEACHER III	JUL. 28, 2025	1:00 PM-5:00 PM
CASTAÑARES, MARK V.	ADMIN. OFFICER II	JUL. 28, 2025	1:00 PM-5:00 PM
CAUSING, JOSEPHINE T.	TEACHER III	JUL. 28, 2025	1:00 PM-5:00 PM

COBIAS, DIVINA R.	MASTER TEACHER II	JUL. 28, 2025	1:00 PM-5:00 PM
DALUMATAN, MARYLOVE B.	PROJECT DEVELOPMENT OFFICER I	JUL. 28, 2025	1:00 PM-5:00 PM
DAMO, DONNALY S.	TEACHER III	JUL. 28, 2025	1:00 PM-5:00 PM
DEDACE, RONALD B.	SENIOR EDUCATION PROGRAM SPECIALIST	JUL. 28, 2025	1:00 PM-5:00 PM
DELA CRUZ, HENRIETTA IGNACIA O.	TEACHER I (SG)	JUL. 28, 2025	1:00 PM-5:00 PM
DELIMA, JOSEPHINE M.	MASTER TEACHER I	JUL. 28, 2025	1:00 PM-5:00 PM
DEPACAQUIBO, FERLYN MAE S.	TEACHER III	JUL. 28, 2025	1:00 PM-5:00 PM
DEPALUBOS, ROLDAN D.	TEACHER II	JUL. 28, 2025	1:00 PM-5:00 PM
DUGAY, ALGIE ELEANOR M.	MASTER TEACHER I	JUL. 28, 2025	1:00 PM-5:00 PM
DULDULAO, JOSETTE IRIS H.	TEACHER III	JUL. 28, 2025	1:00 PM-5:00 PM
EBOL JR., DANILO M.	ADMIN. OFFICER II	JUL. 28, 2025	1:00 PM-5:00 PM
ELTAGONDE, VINCENT PAUL B.	TEACHER I	JUL. 28, 2025	1:00 PM-5:00 PM
ENCARNACION, REANN S.	TEACHER	JUL. 28, 2025	1:00 PM-5:00 PM
EREBIAS, JOANNE O.	MASTER TEACHER I	JUL. 28, 2025	1:00 PM-5:00 PM
EVARRETTA, RUBEN	PROJ. DEV'T OFFICER II	JUL. 28, 2025	1:00 PM-5:00 PM
FLORENTINO, HAZEL P.	TEACHER III	JUL. 28, 2025	1:00 PM-5:00 PM
GALLOPIN, MAEHARA D.	TEACHER I	JUL. 28, 2025	1:00 PM-5:00 PM
GALORIO, RUBELYN L.	TEACHER I	JUL. 28, 2025	1:00 PM-5:00 PM
GEROMO, JYMAER T.	TEACHER III	JUL. 28, 2025	1:00 PM-5:00 PM
GONZAGA, JOAN O.	TEACHER III	JUL. 28, 2025	1:00 PM-5:00 PM
GRANADDA, JERWIN L.	SCHOOL PRINCIPAL I	JUL. 28, 2025	1:00 PM-5:00 PM
GRAVINO, RAMON JR. S.	MASTER TEACHER II	JUL. 28, 2025	1:00 PM-5:00 PM
GUNDAYA, ELEORA CECILIA F.	ADMIN. OFFICER II	JUL. 28, 2025	1:00 PM-5:00 PM
GUTIERREZ, GEMMA M.	MASTER TEACHER III	JUL. 28, 2025	1:00 PM-5:00 PM

IYOG, SHARON ANN	ADMIN. OFFICER II	JUL. 28, 2025	1:00 PM-5:00 PM
LEGASPI, ABSHALOM P.	TEACHER III	JUL. 28, 2025	1:00 PM-5:00 PM
LOMA, ALJUN JAY A.	ADMIN. OFFICER II	JUL. 28, 2025	1:00 PM-5:00 PM
LOYOLA, QUMRAN M.	ADMIN. OFFICER II	JUL. 28, 2025	1:00 PM-5:00 PM
MAGDADARO, FERDINAND C.	PROJ. DEV'T OFFICER I	JUL. 28, 2025	1:00 PM-5:00 PM
PAGAYON, MA. BERNADETTE V.	ADMIN. OFFICER II	JUL. 28, 2025	1:00 PM-5:00 PM
PAGAYON, RODEL L.	EDUCATION PROGRAM SUPERVISOR	JUL. 28, 2025	1:00 PM-5:00 PM
PELLETERO, BEA P.	ADMIN. ASSISTANT III	JUL. 28, 2025	1:00 PM-5:00 PM
RANARA, GERALDINE M.	ADMIN. OFFICER II	JUL. 28, 2025	1:00 PM-5:00 PM
SALANGA, JOVEN ATHONY P.	ADMIN. OFFICER IV	JUL. 28, 2025	1:00 PM-5:00 PM
SENARILLOS, PETER-JASON C.	SR. EDUC. PROG. SPECIALIST	JUL. 28, 2025	1:00 PM-5:00 PM
SOLON, HELENA O.	ADMIN. OFFICER II201	JUL. 28, 2025	1:00 PM-5:00 PM
LINAO, ALEXIS JOSE	TEACHER I	JUL. 29, 2024	1:00 PM-5:00 PM
LOMPON, REGEL T.	TEACHER III	JUL. 29, 2024	1:00 PM-5:00 PM
MAMPAO, SITTY-NOR P.	TEACHER III	JUL. 29, 2024	1:00 PM-5:00 PM
MARAJAN, JANELIZA H.	MASTER TEACHER II	JUL. 29, 2024	1:00 PM-5:00 PM
MIGUE, ROSEMARIE R.	MASTER TEACHER II	JUL. 29, 2024	1:00 PM-5:00 PM
MONREAL, ARCELE S.	TEACHER III	JUL. 29, 2024	1:00 PM-5:00 PM
NACUA, ELLEN O.	TEACHER III	JUL. 29, 2024	1:00 PM-5:00 PM
NUGAS, GARY M.	MASTER TEACHER I	JUL. 29, 2024	1:00 PM-5:00 PM
OLAGUER, ROXANNE JOY C.	TEACHER III	JUL. 29, 2024	1:00 PM-5:00 PM
PALMERO, WARREN PEÑAS	TEACHER III	JUL. 29, 2024	1:00 PM-5:00 PM
PASAOL, MARY MINGRE P.	TEACHER III	JUL. 29, 2024	1:00 PM-5:00 PM
PITIQUEN, GENEVIEVE T.	TEACHER III	JUL. 29, 2024	1:00 PM-5:00 PM

POLICARPIO, RENEVIC MAE L.	TEACHER III	JUL. 29, 2024	1:00 PM-5:00 PM
PONIO, CRISTIE BEBS E.	TEACHER III	JUL. 29, 2024	1:00 PM-5:00 PM
RACHO, JHOELLE P.	TEACHER III	JUL. 29, 2024	1:00 PM-5:00 PM
RIOJA, LHEN M.	TEACHER III	JUL. 29, 2024	1:00 PM-5:00 PM
RODRIGUEZ, MON BRIAN H.	MASTER TEACHER I	JUL. 29, 2024	1:00 PM-5:00 PM
ROMITMAN, INAME N.	MASTER TEACHER I	JUL. 29, 2024	1:00 PM-5:00 PM
ROVILLOS, GAY G.	TEACHER II	JUL. 29, 2024	1:00 PM-5:00 PM
SABIO, JOHANNES P.	MASTER TEACHER II	JUL. 29, 2024	1:00 PM-5:00 PM
SALAPE, RONALD C.	MASTER TEACHER I	JUL. 29, 2024	1:00 PM-5:00 PM
SALARDA, MARIDEL D.	TEACHER II	JUL. 29, 2024	1:00 PM-5:00 PM
SAMPAGA, RENATO O.	TEACHER III	JUL. 29, 2024	1:00 PM-5:00 PM
SANTOS, ALICE S.	TEACHER III	JUL. 29, 2024	1:00 PM-5:00 PM
SAPLAGIO, GINA S.	TEACHER III	JUL. 29, 2024	1:00 PM-5:00 PM
SAYCON, MARIA ROSALIE D.	TEACHER III	JUL. 29, 2024	1:00 PM-5:00 PM
SAYSON, LILYBETH M.	MASTER TEACHER II	JUL. 29, 2024	1:00 PM-5:00 PM
SEGISMUNDO, ERMA G.	MASTER TEACHER I	JUL. 29, 2024	1:00 PM-5:00 PM
SULTAN, NAIRA B.	TEACHER I	JUL. 29, 2024	1:00 PM-5:00 PM
TABANAO, MIRAFLOR B.	TEACHER III	JUL. 29, 2024	1:00 PM-5:00 PM
TIMTIM, MICHAEL L.	MASTER TEACHER II	JUL. 29, 2024	1:00 PM-5:00 PM
TORREFIEL, DIOSA MAY G.	TEACHER III	JUL. 29, 2024	1:00 PM-5:00 PM
TULOY, MARICHO M.	TEACHER III	JUL. 29, 2024	1:00 PM-5:00 PM
UBUNGEN, MA. LOURDES C.	TEACHER III	JUL. 29, 2024	1:00 PM-5:00 PM
UBUNGEN, IRIS P.	MASTER TEACHER I	JUL. 29, 2024	1:00 PM-5:00 PM
VILLARBA, LEONAPHINE M.	TEACHER III	JUL. 29, 2024	1:00 PM-5:00 PM

YBAÑEZ, FRETZIE R.	MASTER TEACHER I	JUL. 29, 2024	1:00 PM-5:00 PM
YBAÑEZ, ROSALINA B.	MASTER TEACHER II	JUL. 29, 2024	1:00 PM-5:00 PM
ZAPANTA, CATHERINE Z.	MASTER TEACHER II	JUL. 29, 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