



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2026- 049

To : **ACCREDITED SDO TEST ADMINISTRATORS OF THE
CIVIL SERVICE COMMISSION**

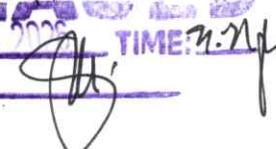
Subject: **CSC Test Administrators Orientation for the March 8, 2026 CS
Examination**

Date : **February 12, 2026**

1. This has reference to the letter dated February 5, 2026 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 personnel from the Division of Digos City who are CSC accredited Test Administrators to attend the half-day orientation on administering the CS Examination to held on February 25, 2026 and February 26, 2026.
2. The Office of the Schools Division Superintendent approves the request of Dir. Ortiz and directs the Teaching and Non-Teacher personnel of this SDO who are Accredited Test Administrators as indicated in the letter of Dir. Ortiz dated February 5, 2026, which forms part of this memorandum, to attend the said half-day orientation on February 25, 2026 and February 26, 2026 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 of classes.
4. 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
DATE: 16 FEB 2026 TIME: 9:11
BY: 





February 5, 2026

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 on March 8, 2026 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 8, 2026 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 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 test administrators are employees of your division who are called to attend any of the four batches of orientation scheduled in the morning and in the afternoon of February 25, 2026 and also of February 26, 2026. On this regard, your permission is kindly sought to allow them to attend the scheduled orientation, as follows:

| Name | Position | Date | Time |
|--------------------------------|---------------------------------|---------------|----------------|
| ABELLA, Venecar Condiman | Teacher II | Feb. 25, 2026 | 8:00AM-12:00NN |
| ALBALATE, Mary Joy Dawa | Master Teacher II | Feb. 25, 2026 | 8:00AM-12:00NN |
| ALBURO, Marivic | Master Teacher I | Feb. 25, 2026 | 8:00AM-12:00NN |
| ALDAYA, Dorena Criszel Rebucas | Teacher I | Feb. 25, 2026 | 8:00AM-12:00NN |
| ALMAZAN, Jelian Laranjo | Teacher II | Feb. 25, 2026 | 8:00AM-12:00NN |
| ALMEROL, Ellen Montañez | Teacher III | Feb. 25, 2026 | 8:00AM-12:00NN |
| ALQUIZAR, Janice Serenio | Education Program Specialist II | Feb. 26, 2026 | 8:00AM-12:00NN |
| ANTIPUESTO, Art Albert Rabanzo | Teacher I | Feb. 25, 2026 | 8:00AM-12:00NN |
| ANTONIO, Mizaruva Aprosta | Teacher II | Feb. 25, 2026 | 8:00AM-12:00NN |
| ARMAMENTO, Jane Yap | Teacher III | Feb. 25, 2026 | 8:00AM-12:00NN |
| ASOR, Aireen Magtuba | Teacher VI | Feb. 25, 2026 | 8:00AM-12:00NN |

Bawat Kawani, Lingkod Bayani

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| BACAMANTE, Arlene De Los Santos | Master Teacher III | Feb. 25, 2026 | 8:00AM-12:00NN |
| BAGUHIN, Gretzen | Teacher I | Feb. 25, 2026 | 8:00AM-12:00NN |
| BALIAR, Jay Relatorres | Teacher IV | Feb. 25, 2026 | 8:00AM-12:00NN |
| BALORIO, Jessie Mira | Master Teacher I | Feb. 25, 2026 | 8:00AM-12:00NN |
| BANGA, Jemboy Rosal | Teacher V | Feb. 25, 2026 | 8:00AM-12:00NN |
| BANTA, Iannie Pelarion | Teacher II | Feb. 25, 2026 | 8:00AM-12:00NN |
| BETERBO, Marichu Capitan | Administrative Officer II | Feb. 26, 2026 | 8:00AM-12:00NN |
| CABANO, Emelita Bacus | Master Teacher I | Feb. 25, 2026 | 8:00AM-12:00NN |
| CABARDO, Daynie Beth Diapera | Administrative Officer II | Feb. 26, 2026 | 8:00AM-12:00NN |
| CABRILLOS, Francisco Jr. Florentino | Master Teacher II | Feb. 25, 2026 | 8:00AM-12:00NN |
| CADAYONA, Jo Ann Fano | Teacher III | Feb. 25, 2026 | 8:00AM-12:00NN |
| CADION, Marybeth Daverao | Master Teacher II | Feb. 25, 2026 | 8:00AM-12:00NN |
| CAHILES, Hazel Anne Notarte | Teacher III | Feb. 25, 2026 | 8:00AM-12:00NN |
| CARDINES, Juvy A. | Administrative Officer | Feb. 26, 2026 | 1:00PM-5:00PM |
| CARILLO, Marvie Grace Fabiaña | Teacher VI | Feb. 25, 2026 | 8:00AM-12:00NN |
| CARILLO, Neil Michael Cabalan | Head Teacher III | Feb. 25, 2026 | 8:00AM-12:00NN |
| CARREON, Melissa Eramis | Teacher III | Feb. 25, 2026 | 8:00AM-12:00NN |
| CARTAJENA, Gay Flores | Teacher III | Feb. 25, 2026 | 8:00AM-12:00NN |
| CASILAC, Denise Imari Tedio | Teacher III | Feb. 25, 2026 | 8:00AM-12:00NN |
| CASTAÑARES, Mark Villarico | Administrative Officer II | Feb. 26, 2026 | 8:00AM-12:00NN |
| CAUSING, Josephine Tan | Teacher III | Feb. 25, 2026 | 8:00AM-12:00NN |
| COBIAS, Divina Renegado | Master Teacher II | Feb. 25, 2026 | 8:00AM-12:00NN |
| DALUMATAN, Marylove Bangahon | Project Development Officer I | Feb. 26, 2026 | 8:00AM-12:00NN |
| DAMO, Donnaly Saron | Teacher III | Feb. 25, 2026 | 8:00AM-12:00NN |
| DELA CRUZ, Henrietta Ignacia Oroc | Teacher III | Feb. 25, 2026 | 8:00AM-12:00NN |
| DELIMA, Josephone Mangaron | Master Teacher I | Feb. 25, 2026 | 8:00AM-12:00NN |
| DEPACAQUIBO, Ferlyn Mae Solon | Teacher III | Feb. 25, 2026 | 8:00AM-12:00NN |
| DEPALUBOS, Roldan De Asis | Teacher V | Feb. 25, 2026 | 8:00AM-12:00NN |
| DUGASAN, Geralyn Lazarte | Administrative Officer II | Feb. 26, 2026 | 1:00PM-5:00PM |
| DUGAY, Algie Eleanor Marquez | Master Teacher II | Feb. 25, 2026 | 8:00AM-12:00NN |
| DULDULAO, Josette Iris Hisola | Teacher III | Feb. 25, 2026 | 8:00AM-12:00NN |
| EBOL, Danilo Jr., Malbueso | Administrative Officer II | Feb. 26, 2026 | 1:00PM-5:00PM |
| ELTAGONDE, Vincent Paul Blanco | Teacher I | Feb. 25, 2026 | 8:00AM-12:00NN |
| ENCARNACION, Reann Suelo | Teacher III | Feb. 25, 2026 | 8:00AM-12:00NN |
| EREBIAS, Joanne Ocho | Master Teacher II | Feb. 25, 2026 | 8:00AM-12:00NN |
| EVARRETTA, Ruben | Project Development Officer II | Feb. 26, 2026 | 1:00PM-5:00PM |
| GALLOPIN, Maehara Duremdez | Teacher II | Feb. 25, 2026 | 8:00AM-12:00NN |
| GALORIO, Rubelyn Lamoste | Teacher I | Feb. 25, 2026 | 8:00AM-12:00NN |

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| GELVERO, Ione Milagrosa Abad | Teacher V | Feb. 25, 2026 | 8:00AM-12:00NN |
| GEROMO, Jymaer | Teacher III | Feb. 25, 2026 | 8:00AM-12:00NN |
| GLORIA, Gloria Gozum | Master Teacher I | Feb. 25, 2026 | 8:00AM-12:00NN |
| GONZAGA, Joan Onnac | Teacher VI | Feb. 25, 2026 | 8:00AM-12:00NN |
| GRANADA, Jerwin Longakit | School Principal II | Feb. 26, 2026 | 1:00PM5:00PM |
| GRAVINO, Ramon Jr. Salvaña | Master Teacher III | Feb. 25, 2026 | 8:00AM-12:00NN |
| GUNDAYA, Eleora Cecilia Fabroa | Administrative Officer II | Feb. 26, 2026 | 1:00PM-5:00PM |
| GUTIERREZ, Gemma Mercader | Master Teacher III | Feb. 25, 2026 | 8:00AM-12:00NN |
| IYOG, Sharon Ann Sison | Administrative Officer II | Feb. 26, 2026 | 1:00PM-5:00PM |
| LEGASPI, Abshalom Pace | Teacher III | Feb. 25, 2026 | 8:00AM-12:00NN |
| LINAO, Alexis Jose | Teacher IV | Feb. 25, 2026 | 8:00AM-12:00NN |
| LOMA, Aljun Jay Alabata | Administrative Officer II | Feb. 26, 2026 | 1:00PM-5:00PM |
| LOMPON, Regel Tan | Teacher III | Feb. 25, 2026 | 8:00AM-12:00NN |
| LOYOLA, Qumran Mugot | Administrative Officer II | Feb. 26, 2026 | 1:00PM5:00PM |
| MACIAS, Jonathan Solidad | Teacher II | Feb. 25, 2026 | 8:00AM-12:00NN |
| MAMPAO, Sitty-Nor Panny | Teacher III | Feb. 25, 2026 | 1:00PM- 5:00PM |
| MANCIA, Leovila Cejas | Teacher I | Feb. 25, 2026 | 1:00PM- 5:00PM |
| MARAJAN, Janeliza Hermosisima | Master Teacher III | Feb. 25, 2026 | 1:00PM- 5:00PM |
| MIGUE, Rosemarie Ranara | Master Teacher II | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| MONREAL, Arcele Sarsaparilla | Teacher III | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| NACUA, Ellen Ortega | Teacher III | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| NUGAS, Gary Muca | Master Teacher II | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| OLAGUER, Roxanne Joy Cariquitan | Teacher III | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| PAGAYON, Ma. Bernadette Villaran | Administrative Officer II | Feb. 26, 2026 | 1:00 PM-5:00 PM |
| PAGAYON, Rodel L. | Education Project Supervisor | Feb. 26, 2026 | 1:00 PM-5:00 PM |
| PALMERO, Warren Peñas | Teacher III | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| PASAOL Mary Mingre Pepino | Teacher III | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| PITIQEN, Genevieve Trinidad | Teacher III | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| PONIO, Cristie Bebs Edulan | Master Teacher I | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| RACHO, Jhobelle Parba | Master Teacher I | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| RANARA, Geraldine Monteza | Administrative Officer II | Feb. 26, 2026 | 1:00 PM-5:00 PM |
| RAYMUNDO, Regina Cantomayor | Master Teacher III | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| REBUSTO, Derick Muca | Administrative Aide VI | Feb. 26, 2026 | 1:00 PM-5:00 PM |
| RIBAC, Bernarda G. | Principal I | Feb. 26, 2026 | 1:00 PM-5:00 PM |
| RIOJA, Lhen Manahan | Teacher III | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| RODRIGUEZ, Mon Brian Hemtog | Master Teacher II | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| ROMITMAN, Iname Nuez | Master Teacher II | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| ROSIMA, Jennifer Emasula | Teacher III | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| ROVILLOS, Gay | Teacher V | Feb. 25, 2026 | 1:00 PM-5:00 PM |

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| SABIO, Johannes Paragile | Master Teacher III | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| SALANGA, Joven Anthony Pontillano | Administrative Officer IV | Feb. 26, 2026 | 1:00 PM-5:00 PM |
| SALANGA, Nicharljean Castro | Teacher III | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| SALAPE, Ronald | Master Teacher II | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| SALARDA, Maridel Depalubos | Teacher II | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| SAMPAGA, Renato Odonso | Teacher III | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| SANTOS, Alice Sancover | Teacher III | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| SAPLAGIO, Gina Sia | SST VI | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| SAYCON, Maria Rosalie De La Cruz | Teacher III | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| SAYSON, Lilybeth Martin | Master Teacher III | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| SENARILLOS, Peter-Jason Calvin | Senior Education Program Specialist | Feb. 26, 2026 | 1:00 PM-5:00 PM |
| SOLON, Helena Ordaneza | Administrative Officer II | Feb. 26, 2026 | 1:00 PM-5:00 PM |
| SULTAN, Naira Bantuas | Teacher I | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| TABANAO, Miraflor Bayona | Teacher III | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| THIAM, Annabelle Regidor | Teacher III | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| TIMTIM, Michael Lomansoc | Master Teacher II | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| TULOY, Maricho Mercader | Teacher III | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| UBUNGEN, Iris Pungos | Master Teacher I | Feb. 25, 2026 | 1:00 PM-5:00PM |
| UBUNGEN, Ma Lourdes | Teacher II | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| VILLARBA, Leonaphine Malaguit | Teacher III | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| YBAÑEZ, Fretzie Ronquillo | Teacher I | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| YBANEZ, Rosalina Balingit | Master Teacher II | Feb. 25, 2026 | 1:00 PM-5:00 PM |
| ZAPANTA, Catherine Zabala | Master Teacher III | Feb. 25, 2026 | 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