



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
OSDS-2026- 110

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

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

Date : **March 3, 2026**

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1. This has reference to the letter dated March 2, 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 March 5,2026.
 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 March 2, 2026, which forms part of this memorandum, to attend the said half-day orientation on March 5,2026, Thursday, at 1:00 P.M. in the Civil Service Commission Office at Luna Bataan Street, Christian Village Digos City, 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

Ed Schools Division of Digos City
03260 70045
DATE: MAR 03 2026 TIME 4:08
BY: 





March 2, 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:

May I please to inform you that my office finds a need for more test administrators in the Civil Service Examinations to be conducted on March 8, 2026 in Digos City even after the orientation for said test administrators was already conducted last week.

Among those who are tapped to serve as additional test administrators and are required to attend the half-day orientation on March 5, 2026, Thursday, at 1:00 P.M. in the CSC Office at Luna Bataan Street, Christian Village, Digos City, are four of your employees. On this regard, your permission is kindly sought to allow them to attend the scheduled orientation, as follows:

NAME	POSITION
BANGA, Jemboy Rosal	Teacher V
DEPACAQUIBO, Ferlyn Mae Solon	Teacher III
RODRIGUEZ, Mon Brian Hemtog	Master Teacher II
UBUNGEN, Iris Pungos	Master Teacher I

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

Very truly yours,


RICHARD T. ORTIZ
Director II

CSCDvoSur/2026letters/RTOfeb