



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

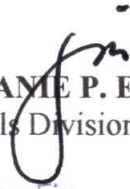
OSDS-2026-186

To : **CIVIL SERVICE COMMISSION TEST ADMINISTRATORS**

Subject: **Civil Service Commission Test Administrators Orientation for the August 9, 2026 Career Service Examination in Digos City**

Date : **July 14, 2026**

1. This has reference to the letter dated June 18, 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 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 9, 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 CSC Test Administrators as indicated in the letter of Dir. Ortiz dated June 18, 2026, to form part of this memorandum, to attend the said half-day orientation *"in the morning of July 30, 2026 and in the morning and in the afternoon of August 1, 2026."*
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, as arranged in the letter of the CSC Director, in order to avoid disruption of classes considering that we are now in the instructional block of this school year.
4. For proper guidance and strict compliance.


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

JapEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: 16 JUL 2026 TIME: 1:52 PM
BY: 





June 18, 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 second Civil Service Examinations to be conducted nationwide this year is scheduled on August 9, 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 August 9, 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 Audio-Visual Room of Digos City National High School.

Among those who are tapped to serve as test administrators are employees of your division who are called to attend any of the three batches of orientation scheduled in the afternoon of July 30, 2026 and in the morning and in the afternoon of August 1, 2026. On this regard, your permission is kindly sought to allow them to attend the scheduled orientation, as follows:

Name	Position	Date	Time
1. ABELLA, Venecar Condiman	SHST-2	August 1, 2026	8:00 A.M. – 12:00 Noon
2. ALBALATE, Mary Joy Dawa	Master Teacher II	August 1, 2026	8:00 A.M. – 12:00 Noon
3. ALBARRACIN, Vinnis Joy, Divino	Teacher I	August 1, 2026	8:00 A.M. – 12:00 Noon
4. ALBURO, Marivic D.	Master Teacher I	August 1, 2026	8:00 A.M. – 12:00 Noon
5. ALDAYA, Dorena Criszel Rebucas	Teacher I	August 1, 2026	8:00 A.M. – 12:00 Noon
6. ALMEROL, Ellen, Montañez	Teacher III	August 1, 2026	8:00 A.M. – 12:00 Noon
7. ALQUIZAR, Janice Serenio	Education Program Specialist II	August 1, 2026	8:00 A.M. – 12:00 Noon
8. ANDRES, Elaine Joy C.	Teacher III	August 1, 2026	8:00 A.M. – 12:00 Noon

Bawat Kawani, Lingkod Bayani

9. ANTIPUESTO, Art Albert Rabanzo	Teacher I	August 1, 2026	8:00 A.M. – 12:00 Noon
10. ANTONIO, Mizaruva Aprosta	Teacher I	August 1, 2026	8:00 A.M. – 12:00 Noon
11. APEROCHO, Rosario Curob	Head Teacher VI	August 1, 2026	8:00 A.M. – 12:00 Noon
12. ARENDAIN, Mercy Grace, Nacua	Teacher VI	August 1, 2026	8:00 A.M. – 12:00 Noon
13. ARMAMENTO, Jane Yap	Teacher III	August 1, 2026	8:00 A.M. – 12:00 Noon
14. ASOR, Aireen M.	Teacher VI	August 1, 2026	8:00 A.M. – 12:00 Noon
15. BACAMANTE, Arlene De los Santos	Master Teacher III	August 1, 2026	8:00 A.M. – 12:00 Noon
16. BAGASOL, Jovelyn Gonzales	Teacher III	August 1, 2026	8:00 A.M. – 12:00 Noon
17. BAGUHIN, Gretzen R.	Teacher I	August 1, 2026	8:00 A.M. – 12:00 Noon
18. BALIAR, Jay Relatorres	Teacher IV	August 1, 2026	8:00 A.M. – 12:00 Noon
19. BALORIO, Jessie Mira	Master Teacher I	August 1, 2026	8:00 A.M. – 12:00 Noon
20. BANGA, Jemboy Rosal	Teacher V	August 1, 2026	8:00 A.M. – 12:00 Noon
21. BANTA, Iannie P.	Teacher II	August 1, 2026	8:00 A.M. – 12:00 Noon
22. BETERBO, Marichu Capitan	Administrative Officer II	July 30, 2026	1:00 P.M. – 5:00 P.M.
23. BUCOD, Jasmin Eve Gregorio	Teacher III	August 1, 2026	8:00 A.M. – 12:00 Noon
24. CABANO, Emelita Bacus	Master Teacher I	August 1, 2026	8:00 A.M. – 12:00 Noon
25. CABARDO, Daynie Beth Diapera	Administrative Officer II	July 30, 2026	1:00 P.M. – 5:00 P.M.
26. CABRILLOS Jr., Francisco Florentino	Master Teacher II	August 1, 2026	8:00 A.M. – 12:00 Noon
27. CADAYONA, Jo Ann Fano	Teacher III	August 1, 2026	8:00 A.M. – 12:00 Noon
28. CADION, Marybeth, Davao	Master Teacher II	August 1, 2026	8:00 A.M. – 12:00 Noon
29. CAHILES, Hazel Anne Notarte	Teacher III	August 1, 2026	8:00 A.M. – 12:00 Noon
30. CANSICO, Michelle Jane Hefervez	Teacher III	August 1, 2026	8:00 A.M. – 12:00 Noon
31. CARDINES, Juvy Altamera	Administrative Officer II	July 30, 2026	1:00 P.M. – 5:00 P.M.
32. CARILLO, Marvie Grace Fabiaña	Teacher VI	August 1, 2026	8:00 A.M. – 12:00 Noon
33. CARILLO, Neil Michael Cabalan	Head Teacher III	August 1, 2026	8:00 A.M. – 12:00 Noon
34. CARREON, Melissa, E	Teacher III	August 1, 2026	8:00 A.M. – 12:00 Noon
35. CARTAJENA, Gay, Flores	Teacher III	August 1, 2026	8:00 A.M. – 12:00 Noon

36. CASILAC, Denise Imari, Tedio	Teacher VI	August 1, 2026	8:00 A.M. – 12:00 Noon
37. CASTANARES, Mark Villarico	Administrative Officer II	July 30, 2026	1:00 P.M. – 5:00 P.M.
38. CASTILLO, Jessa Mae Lumansoc	Teacher III	August 1, 2026	8:00 A.M. – 12:00 Noon
39. CAUSING, Josephine Tan	SST III	August 1, 2026	8:00 A.M. – 12:00 Noon
40. CAYLAN, Gracita Banga	TEACHER II	August 1, 2026	8:00 A.M. – 12:00 Noon
41. COBIAS, Divina Renegado	Master Teacher II	August 1, 2026	8:00 A.M. – 12:00 Noon
42. DALUMATAN, Marylove, Bangahon	Project Development Officer I	July 30, 2026	1:00 P.M. – 5:00 P.M.
43. DAMO, Donnaly, Sarona	Master Teacher I	August 1, 2026	8:00 A.M. – 12:00 Noon
44. DE JOSE, Lorna Glenda Igot	Master Teacher I	August 1, 2026	8:00 A.M. – 12:00 Noon
45. DELA CRUZ, Henrietta Ignacia Oroc	Teacher	August 1, 2026	8:00 A.M. – 12:00 Noon
46. DELIMA, Josephine Mangaron	Master Teacher II	August 1, 2026	8:00 A.M. – 12:00 Noon
47. DEPACAQUIBO, Ferlyn Mae S.	Teacher III	August 1, 2026	8:00 A.M. – 12:00 Noon
48. DEPALUBOS, Roldan, De Asis	Teacher V	August 1, 2026	8:00 A.M. – 12:00 Noon
49. DUGAY, Algie Eleanor Marquez	Master Teacher I	August 1, 2026	8:00 A.M. – 12:00 Noon
50. DULDULAO, Josette Iris Hisola	Teacher III	August 1, 2026	8:00 A.M. – 12:00 Noon
51. EBOL, Danilo Jr. Malbueso	Administrative Officer II	July 30, 2026	1:00 P.M. – 5:00 P.M.
52. ELTAGONDE, Vincent Paul, Blanco	Teacher I	August 1, 2026	8:00 A.M. – 12:00 Noon
53. ENCARNACION, Reann Suelo	Teacher III	August 1, 2026	8:00 A.M. – 12:00 Noon
54. EREBIAS, Joanne Ocho	Master Teacher II	August 1, 2026	8:00 A.M. – 12:00 Noon
55. EVARRETTA, Ruben	Project Development Officer II	July 30, 2026	1:00 P.M. – 5:00 P.M.
56. FLORES, Maria Basilia, Geyrozaga	Head Teacher VI	August 1, 2026	8:00 A.M. – 12:00 Noon
57. GALLOPIN, Maehara, Duremdez	Teacher II	August 1, 2026	8:00 A.M. – 12:00 Noon
58. GALORIO, Rubelyn Lamoste	Teacher I	August 1, 2026	8:00 A.M. – 12:00 Noon
59. GEGARE, Jons Lastimado	Teacher I	August 1, 2026	1:00 P.M. – 5:00 P.M.
60. GELVERO, Ione Milagrosa Abad	Teacher VI	August 1, 2026	1:00 P.M. – 5:00 P.M.
61. GEROMO, Jymaer T.	Teacher III	August 1, 2026	1:00 P.M. – 5:00 P.M.
62. GONZAGA, Joan Onnac	Teacher VI	August 1, 2026	1:00 P.M. – 5:00 P.M.

63. GRANADA, Jerwin L.	School Principal II	July 30, 2026	1:00 P.M. – 5:00 P.M.
64. GRAVINO, Ramon Jr., Salvaña	Master Teacher III	August 1, 2026	1:00 P.M. – 5:00 P.M.
65. GUNDAYA, Eleora Cecilia Fabroa	Administrative Officer II	July 30, 2026	1:00 P.M. – 5:00 P.M.
66. IYOG, Sharon Ann Sison	Administrative Officer II	July 30, 2026	1:00 P.M. – 5:00 P.M.
67. LEGASPI, Abshalom, Pace	Teacher III	August 1, 2026	1:00 P.M. – 5:00 P.M.
68. LINAQ, Alexis Jose	Teacher I	August 1, 2026	1:00 P.M. – 5:00 P.M.
69. LOMA, Aljun Jay Alabata	Administrative Officer II	July 30, 2026	1:00 P.M. – 5:00 P.M.
70. LOMPON, Regel Tan	SST III	August 1, 2026	1:00 P.M. – 5:00 P.M.
71. LOYOLA, Qumran Mugot	Administrative Officer II	July 30, 2026	1:00 P.M. – 5:00 P.M.
72. MACIAS, Jonathan S.	Teacher II	August 1, 2026	1:00 P.M. – 5:00 P.M.
73. MAGDADARO, Ferdinand Catulong	Project Development Officer I	July 30, 2026	1:00 P.M. – 5:00 P.M.
74. MAMPAO, Sitty-Nor, Panny	Teacher III	August 1, 2026	1:00 P.M. – 5:00 P.M.
75. MANCIA, Leovila Cejas	Teacher I	August 1, 2026	1:00 P.M. – 5:00 P.M.
76. MARAJAN, Janeliza Hermosisima	Master Teacher III	August 1, 2026	1:00 P.M. – 5:00 P.M.
77. MELENDEZ, Xiomarah Myrnel Conoman	Teacher I	August 1, 2026	1:00 P.M. – 5:00 P.M.
78. MIGUE, Rosemarie Ranara	Master Teacher II	August 1, 2026	1:00 P.M. – 5:00 P.M.
79. MONREAL, Arcele Sarsaparilla	Teacher II	August 1, 2026	1:00 P.M. – 5:00 P.M.
80. MORALA, Ella Rose Marie Lao	Teacher V	August 1, 2026	1:00 P.M. – 5:00 P.M.
81. NACUA, ELLEN ORTEGA	Teacher III	August 1, 2026	1:00 P.M. – 5:00 P.M.
82. NUGAS, Gary Murro	Master Teacher II	August 1, 2026	1:00 P.M. – 5:00 P.M.
83. PAGAYON, Ma. Bernadette, Villaran	Administrative Officer II	July 30, 2026	1:00 P.M. – 5:00 P.M.
84. PAGAYON, Rodel Lemana	Education Program Supervisor	July 30, 2026	1:00 P.M. – 5:00 P.M.
85. PALMERO, Warren, Peñas	Teacher III	August 1, 2026	1:00 P.M. – 5:00 P.M.
86. PAQUERA, Mar Redoble	Teacher II	August 1, 2026	1:00 P.M. – 5:00 P.M.
87. PASAOL, Mary Mingre Pepino	Teacher III	August 1, 2026	1:00 P.M. – 5:00 P.M.
88. PELLETERO, Bea Paquera	Administrative Assistant III	July 30, 2026	1:00 P.M. – 5:00 P.M.

89. POLICARPIO, Renevic Mae Laburada	Teacher III	August 1, 2026	1:00 P.M. – 5:00 P.M.
90. PONIO, Cristie Bebs Edulan	Master Teacher I	August 1, 2026	1:00 P.M. – 5:00 P.M.
91. RABAYA, Bonafe Cathrine Burgos	Administrative Officer II	July 30, 2026	1:00 P.M. – 5:00 P.M.
92. RACHO, Jhobelle, Parba	Master Teacher I	August 1, 2026	1:00 P.M. – 5:00 P.M.
93. RANARA, Geraldine Monteza	Administrative Officer II	July 30, 2026	1:00 P.M. – 5:00 P.M.
94. RAYMUNDO, Regina Cantomayor	Master Teacher III	August 1, 2026	1:00 P.M. – 5:00 P.M.
95. RIOJA, Lhen Manahan	Teacher III	August 1, 2026	1:00 P.M. – 5:00 P.M.
96. RODRIGUEZ, Mon Brian Hemtog	Master Teacher II	August 1, 2026	1:00 P.M. – 5:00 P.M.
97. ROMITMAN, Iname Nuez	Master Teacher II	August 1, 2026	1:00 P.M. – 5:00 P.M.
98. ROVILLOS, Gay Graza	Teacher V	August 1, 2026	1:00 P.M. – 5:00 P.M.
99. SABIO, Johannes Paragile	Master Teacher III	August 1, 2026	1:00 P.M. – 5:00 P.M.
100. SALANGA, Joven Anthony P.	Administrative Officer IV	July 30, 2026	1:00 P.M. – 5:00 P.M.
101. SALANGA, Nicharl Jean Castro	Teacher III	August 1, 2026	1:00 P.M. – 5:00 P.M.
102. SALAPE, Ronald C.	Master Teacher II	August 1, 2026	1:00 P.M. – 5:00 P.M.
103. SALARDA, Maridel Depalubos	Teacher II	August 1, 2026	1:00 P.M. – 5:00 P.M.
104. SALMORIN, Gina Igot	Teacher II	August 1, 2026	1:00 P.M. – 5:00 P.M.
105. SAMPAGA, Renato O.	Teacher III	August 1, 2026	1:00 P.M. – 5:00 P.M.
106. SANICO, Ginie Guy Gabelo	Teacher I	August 1, 2026	1:00 P.M. – 5:00 P.M.
107. SANTOS, Alice Sancover	Teacher III	August 1, 2026	1:00 P.M. – 5:00 P.M.
108. SAYCON, Maria Rosalie De La Cruz	SST-III	August 1, 2026	1:00 P.M. – 5:00 P.M.
109. SAYSON, Lilybeth Martin	Master Teacher III	August 1, 2026	1:00 P.M. – 5:00 P.M.
110. SEGISMUNDO, Erma G.	Master Teacher I	August 1, 2026	1:00 P.M. – 5:00 P.M.
111. SENARILLOS, Peter-Jason Calvin	Senior Education Program Specialist	July 30, 2026	1:00 P.M. – 5:00 P.M.
112. SOLON, Helena Ordaneza	Administrative Officer II	July 30, 2026	1:00 P.M. – 5:00 P.M.
113. SULTAN, Naira Bantuas	Teacher I	August 1, 2026	1:00 P.M. – 5:00 P.M.
114. TABANAO, Mirafior B.	Teacher III	August 1, 2026	1:00 P.M. – 5:00 P.M.
115. TIMTIM, Michael Lomansoc	Master Teacher II	August 1, 2026	1:00 P.M. – 5:00 P.M.

116. TORRES, Ellen May Flores	Teacher V	August 1, 2026	1:00 P.M. – 5:00 P.M.
117. TRINIDAD, Genevieve Presto	SST III	August 1, 2026	1:00 P.M. – 5:00 P.M.
118. TULOY, Maricho Mercader	Teacher III	August 1, 2026	1:00 P.M. – 5:00 P.M.
119. UBUNGEN, Ma Lourdes Cabanig	Teacher III	August 1, 2026	1:00 P.M. – 5:00 P.M.
120. UBUNGEN, Iris Pungos	Master Teacher 1	August 1, 2026	1:00 P.M. – 5:00 P.M.
121. VILLARBA, Leonaphine Malaguit	Teacher III	August 1, 2026	1:00 P.M. – 5:00 P.M.
122. YBAÑEZ, Fretzie Ronquillo	Master Teacher I	August 1, 2026	1:00 P.M. – 5:00 P.M.
123. YBAÑEZ, Rosalina B.	Master Teacher II	August 1, 2026	1:00 P.M. – 5:00 P.M.
124. ZAPANTA, Catherine Zabala	Master Teacher III	August 1, 2026	1:00 P.M. – 5:00 P.M.

Please take note that the non-teaching employees' orientation schedule is on a working day for which your permission is sought to allow them to attend it on official time. However, teaching employees' orientation schedule is set on a Saturday (non-working day) in respect to the DepEd policy not to disrupt the teaching hours so as the learners are able to maximize their time with their teachers in the classroom during classes.

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

Very truly yours,


RICHARD T. ORTIZ
 Director II