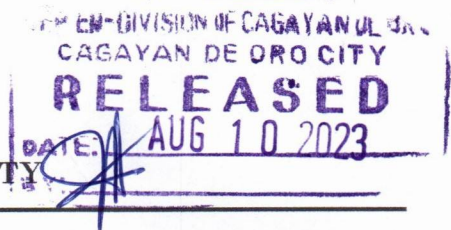




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

04 August 2023

DIVISION MEMORANDUM

No. 380 s.2023

CONDUCT OF CAREER SERVICE EXAMINATION-PEN AND PAPER TEST (CSE-PPT)

To: School Heads

Cagayan de Oro National High School- Senior High School
Cagayan de Oro National High School- Junior High School
Kauswagan National High School
Bulua National High School
Carmen National High School

This Division

1. Relative to the attached communication from the Civil Service Commission Regional Office X requesting for the utilization of classrooms for the conduct of Career Service Examination-Pen and Paper Test (CSE-PPT) on August 20, 2023, school heads of the identified schools are enjoined to prepare the number of classrooms requested by the CSC.
2. See attached letter, which outlines the requested number of rooms, total number of examinees per school, honorarium fees and other details, for guidance and reference.
3. This Office directs the immediate and wide dissemination of this Memorandum.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: as stated

To be indicated in the Perpetual Index
under the following subjects:

CSC Partnerships

JTL / DM – Conduct of Career Service Examination-Pen and Paper Test
August 4, 2023



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro

Telephone: (08822) – 8550048



Civil Service Commission Regional Office X

July 24, 2023

ROY ANGELO E. GAZO, Ph.D

Schools Division Superintendent
Department of Education, Division of Cagayan de Oro City
Fr. William Masterson Avenue
Upper Balulang, Cagayan de Oro City

Dear Superintendent Gazo:

The Civil Service Commission will be conducting the Career Service Examination-Pen and Paper Test (CSE-PPT) on Sunday, August 20, 2023 in Cagayan de Oro City as a Test Center. In past CS examinations, we have been using the rooms of certain public high schools in the city as test venue for the examination, and we will continue to use the said schools for this examination.

A total of 7,793 applicants registered for the CS Professional and SubProfessional Examination levels in Cagayan de Oro City for the August 20, 2023 CSE-PPT. We are going to use the following schools within your jurisdiction in the Department of Education, Division of Cagayan de Oro City showing the number of rooms that will be used with 25 examinees per room in a five-by-five seating arrangement.

Name of School	No. of Rooms	Total Examinees
1. Cagayan de Oro National High School – Sr High	37 rooms + 1 distribution center	925
2. Cagayan de Oro National High School – Jr High	73 + 2 distribution centers (A & B)	1,825
3. Kauswagan National High School	40 rooms + 1 distribution center	1,000
4. Bulua National High School	40 rooms + 1 distribution center	1,000
5. Carmen National High School	28 rooms + 1 distribution center	694
Total		5,444

Bawat Kawani, Lingkod Bayani

We pay an amount of One Hundred Fifty Pesos (P150.00) for each room that we will use to share in the electricity cost from 5:00 o'clock early morning when we set up for the actual examination until 12:00 noontime with our final retrieval of all examination materials from the test venue.

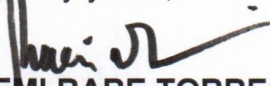
An honorarium is directly given to Utility Workers of the schools (1 for every 10 rooms used) who are assigned to arrange the chairs and for the cleanliness of the rooms, to one Security Guard assigned at the gate of the school on examination day to open and close the gate and check on any items that may be brought by those entering/exiting the test venue for proper reporting to authorities for untoward incidents, and to the Head of the School or assigned Building Official who is our contact person in the school to open the rooms and the lighting facilities.

We also invited interested Teachers and/or non-teaching Staff who may be interested to serve as Room Examiners and Proctors during the examination. A separate invitation is sent addressed to the School Heads for those who are members of the Professionalized Corps of Test Administrators (PROCTAD) who have long been serving in the civil service examinations and who are still qualified as Room Examiners/Proctors/Supervising Examiners.

An examination orientation/briefing for those who volunteered to serve in the CS Examination as test administrators is scheduled from August 1-3, 2023 (two sessions per day, 1 in the morning and 1 in the afternoon for a duration of 2 hours per briefing session. We request that these teachers/non-teaching staff be allowed to attend this Briefing on Official time.

Thank you for your great support to the programs of the government.

Very truly yours,


NOEMI RABE TORRES
Acting Director IV