



Republic of the Philippines
Department of Education

REGION X

DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

10 May 2024

DIVISION MEMORANDUM

No. 352 s.2024

CSC Professionalized Corps of Test Administrators (PROCTAD)

TO: Public School District Supervisors
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Other Concerned

1. The Civil Service Commission, Regional Office X, will conduct the Fire Officer Examination (POE), Penology Officer Examination (POE) and the Basic Competency for Local Treasury Examination (BCLTE) on June 2, 2024, Sunday, (6:00 AM to 12:00 Noon) in various schools as test venues.
2. Pursuant to the provisions of Section 12 item (7) Book V, Chapter 3 of Executive Order No.292 or the Administrative Code of 1987, one of the powers of the Civil Service Commission is *"to control, supervise and Coordinate Civil Service examinations. Any entity or official in government may be called upon by the Commission to assist in the preparation and conduct of said examinations including security, use of buildings and facilities as well as personnel and transportation of examination materials which shall be exempt from inspection regulations."*
3. In this regard, the CSC is inviting teachers from different public schools in Cagayan de Oro who are members of the CSC Professionalized Corps of Test Administrators (PROCTAD), to act as Test Administrators (Teachers) during the conduct of the said examination. They are required to attend a Briefing on which they are granted to be out on **official time** for a **half day** attendance for the 3-hour examination briefing on the following dates, venue is at CSC X Training Hall, Carmen, Cagayan de Oro City:



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

<u>DATE</u>	<u>TIME</u>
May 13	2PM-5PM
May 14	9AM-12NOON; 2PM-5PM
May 15	2PM-5PM
May 16	9AM-12NOON; 2PM-5PM
May 17	9AM-12NOON; 2PM-5PM

4. Please see attached list to act as Test Administrators during the examination day and who will attend on the briefing.
5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment regardless of age, gender and sexual orientation, disability, religion, and ethnicity.
6. For information and guidance.

ROY ANGELO E. GAZO

Schools Division Superintendent

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

CSC Professionalized Corps of Test Administrators (PROCTAD)

APAR/ DM -proctad
MAY 10, 2024



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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May 7, 2024

DR. ROY ANGELO E. GAZO

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

Dear **Superintendent Gazo**:

The Civil Service Commission, Regional Office X, will conduct the **Fire Officer Examination (FOE), Penology Officer Examination (POE) and the Basic Competency for Local Treasury Examination (BCLTE) on June 2, 2024, Sunday**, (6:00am to 12:00noon) in this city using various schools as test venues.

We have invited teachers from different public schools in Cagayan de Oro who are members of the CSC Professionalized Corps of Test Administrators (PROCTAD), to act as Test Administrators during the conduct of the examination. They are required to attend a Briefing on the following dates, **venue is at CSC X Training Hall, Carmen, Cagayan de Oro City**:

<u>DATE</u>	<u>TIME</u>
May 13	2pm-5pm
May 14	9am-12noon; 2pm-5pm
May 15	2pm-5pm
May 16	9am-12noon; 2pm-5pm
May 17	9am-12noon; 2pm-5pm

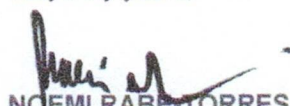
Pursuant to the provisions of Section 12 item (7), Book V, Chapter 3 of Executive Order No. 292 or the Administrative Code of 1987, one of the powers of the Civil Service Commission is "to control, supervise and coordinate Civil Service examinations. Any entity or official in government may be called upon by the Commission to assist in the preparation and conduct of said examinations including security, use of buildings and facilities as well as personnel and transportation of examination materials which shall be exempt from inspection regulations."

In this regard, may we request that the Test Administrators (Teachers) be granted to be out of their school **on official time** for a **half day** attendance to the 3-hour examination Briefing to be conducted on the above specified dates.

Attached is the list of teachers who signified their intention to act as Test Administrators during the examination and who will attend the Briefing.

Thank you and we look forward to your support and assistance in protecting the integrity of the Civil Service Examinations and in promoting merit and fitness in the bureaucracy.

Very truly yours,


NOEMI RABE-TORRES
Director IV

Bawat Kawani, Lingkod Bayani

	Name	School
1	Abao, Ariel M.	Macasandig ES
2	Abao, Rosanne C.	City Central School
3	Abcede, Ofelia	West CCS
4	Abdullah, Abdul Halil S.	City Central School
5	Abdullah, Sittie Halila S.	City Central School
6	Abejuela, Jocelyn R.	South CCS
7	Abella, Jeffry Q.	MOGCHS
8	Abing, Kathlyn Grace	Bulua CS
9	Acaylar, Eden	Bulua CS
10	Actub, Heintje P.	Bulua CS
11	Agcopra, Gina N.	Bulua CS
12	Alba, Rachel Joy M.	West CCS
13	Alcantara, Ma. Lyric E.	Bulua CS
14	Alcantara, Neelyn E.	City Central School
15	Aleman, Amorelle Sharon O.	Consolacion ES
16	Aleth, Enerio P.	City Central School
17	Alib, Lina L.	South CCS
18	Alimatar, Abdul Gafar	MOGCHS
19	Alontaga, Welnelia C.	MOGCHS
20	Alviar, Wilson C.	MOGCHS
21	Anches, Rosita B.	South CCS
22	Andilab, Lianne Mae	West CCS
23	Ang, Jenness AnnL.	Macanhan ES
24	Antipala, Marie Christine	MOGCHS
25	Aque, Madonna Y.	Bulua CS
26	Aque, Rolando R.	Bulua CS
27	Araño, Josephine K.	Macanhan ES
28	Arcaya, Luilene B.	Bulua CS
29	Autor, Phoebe E.	Bulua CS
30	Bacala, Mevelyn H.	Bulua CS
31	Bagaipo, Joena May D.	Bulua CS
32	Bahala, Venus Irish A.	South CCS
33	Bahian, Dioneta S.	West CCS
34	Bajolo, Mae ann Glezl	City Central School
35	Balaba, Iris P.	South CCS
36	Balagot, Allan T.	Macanhan ES
37	Balbon, Meiamie Joy B.	City Central School
38	Balbutin, Vanessa S.	MOGCHS
39	Balibay, Nikkie Jane	MOGCHS
40	Balista, Sol C.	City Central School

41	Balistoy, Blythe	West CCS
42	Bariquit, Beverly Jane L.	Bulua CS
43	Batulanon, Shewanie F.	Macanhan ES
44	Bayaton, Elena R.	MOGCHS
45	Baylan, Norven	MOGCHS
46	Beltran, Helen D.	MOGCHS
47	Berbesada, Helen A.	MOGCHS
48	Bernaldez, Ginane D.	Consolacion ES
49	Bernaldez, Juliet D.	Macasandig ES
50	Besana, Floriza M.	South CCS
51	Bete, Lourieanne L.	MOGCHS
52	Blanco, Ryan Q.	MOGCHS
53	Bolanio, Maria Lourdes A.	Macasandig ES
54	Bonsato, Fhebe Q.	Macanhan ES
55	Borres, Oliver Jr.	MOGCHS
56	Briones, Daisy L.	West CCS
57	Bugash, Analyn A.	Macanhan ES
58	Cabala, Rima Aissa Amor	MOGCHS
59	Cabalo, Roque Rhandy C.	Macasandig ES
60	Cabiao, Alyssa Mae L.	MOGCHS
61	Cablay, Jerelyn C.	Macanhan ES
62	Cadavos, Mansueta	Bulua CS
63	Cagatan, Ken Jay M.	Macanhan ES
64	Calamba, Charmaine R.	West CCS
65	Cambarihan, Birbena P.	City Central School
66	Cañete, Perry Jane Q.	MOGCHS
67	Canoy, Jackilyn A.	Macasandig ES
68	Carbon, Iris C.	Macasandig ES
69	Carreon, Mafel L.	Macasandig ES
70	Castulo, Robily P.	MOGCHS
71	Ceballos, Anthony S.	Bulua CS
72	Cempron, Karen R.	MOGCHS
73	Centillas, Glenda M.	City Central School
74	Clerigo, Flordeliz Z.	Bulua CS
75	Comia, Kristna Mari B.	West CCS
76	Coronia, Jessica R.	Macasandig ES
77	Corpus, Irish L.	MOGCHS
78	Cortez, Dionisia C.	West CCS
79	Cortez, Miraluna L.	South CCS
80	Cueva, Bethel Aimee A.	City Central School
81	Cultura, Marybeth	MOGCHS

82	Dabalos, Jerralyn D.	MOGCHS
83	Daclag, Teresita	Macasandig ES
84	Dagsa-an, Donnaflor	City Central School
85	Daing, Hiacynth Daing	Macanhan ES
86	Daniel, Rialeen U.	Macanhan ES
87	Danlog, Jenny S.	South CCS
88	Danuco, Annie B.	West CCS
89	Dayadaya, Gina B.	Macasandig ES
90	De Guma, Arlene S.	South CCS
91	De Las Alas, Judith A.	South CCS
92	Dejos, Meilyn P.	South CCS
93	Dela Cerna, Dennis U.	MOGCHS
94	Delgra, Pablita	MOGCHS
95	Delig, Nichelou D.	South CCS
96	Denoso, Jonna Mae E.	MOGCHS
97	Diaz, Rachelle P.	Macanhan ES
98	Docdoc, Wilbert	MOGCHS
99	Dullente, James Stephen H.	Macasandig ES
100	Dullente, Jenmarie H.	Macasandig ES
101	Dullente, Rosemarie H.	Macasandig ES
102	Dumigpe, Glorylene	MOGCHS
103	Edusma, Jeson A.	South CCS
104	Ellarina, Aida D.	MOGCHS
105	Enad, Maria Estela	City Central School
106	Esguerra, Marivic M.	West CCS
107	Fabre, Goldie Marie O.	Bulua CS
108	Fabre, Mary Jane P.	MOGCHS
109	Faller, Metchie	MOGCHS
110	Felizarta, April Lyn P.	West CCS
111	Ferolino, Christy Rod	Macanhan ES
112	Flores, Maricel C.	MOGCHS
113	Gaa, Rafunzel	MOGCHS
114	Gabaca, Rosalina B.	West CCS
115	Galendez, Alma C.	South CCS
116	Gallana, Anabelle	South CCS
117	Galorio, Analeah S.	MOGCHS
118	Galvez, Cherrilyn N.	Macanhan ES
119	Gamolo, Grace D.	MOGCHS
120	Golobio, Baby Ruth	Macasandig ES
121	Gonzalo, Racelle S.	Consolacion ES

122	Gulmatico, Algem Mae	Bulua CS
123	Gulmatico, Gemma	Bulua CS
124	Hamac, Ophelia B.	MOGCHS
125	Hojas, Glenda G.	West CCS
126	Igot, Grace J.	Macanhan ES
127	Insic, VillaD.	MOGCHS
128	Intud, Gerald B.	Bulua CS
129	Jagonos, Derrel Kenn M.	Macanhan ES
130	Janeo, Gabriel G.	Bulua CS
131	Jarabe, Rhanim Jailanie	West CCS
132	Kilem, Marie Louise V.	West CCS
133	Labadan, Maria Evelyn	MOGCHS
134	Laput, Jay Merilou	Macasandig ES
135	Lavidez, Grace	Bulua CS
136	Layosa, Gerwin V.	Macanhan ES
137	Levita, Vilma A.	Consolacion ES
138	Ligtas, Marie Joy L.	Consolacion ES
139	Lim, Rowena T.	South CCS
140	Lingatong, Genevieve L.	South CCS
141	Llanderal, Loviella	City Central School
142	Lomoljo, Anabelle C.	City Central School
143	Loquias, Ma. Theresa V.	South CCS
144	Lorono, Carol	City Central School
145	Ludevese, Ethel N.	MOGCHS
146	Macalaguig, Nelby A.	South CCS
147	Macapaz, Charesse Jan	City Central School
148	Macasarte, Catherine C.	Bulua CS
149	Maghanoy, Richel	Macasandig ES
150	Magkilat, Cheryl	Macanhan ES
151	Magrina, Lovella	West CCS
152	Mag-usara, Metchie C.	Bulua CS
153	Mangmang, Clarisa B.	Bulua CS
154	Marmita, Richard F.	MOGCHS
155	Marquezo, Merry Chris	West CCS
156	Marson, Fe	MOGCHS
157	Matalines, Maria Darlene P.	Macasandig ES
158	Maturan, Amy L.	West CCS
159	Mendoza, Rhenna V.	West CCS
160	Mindoro, Jocelyn B.	South CCS
161	Minguito, Joselyn	City Central School

162	Miniao, Lorelei Love	City Central School
163	Mondelo, Raquel W.	Macanhan ES
164	Montebon, Jean M.	City Central School
165	Monzolin, Joel M.	West CCS
166	Moralia, Mary Jane A.	City Central School
167	Moreno, Connie Jack	MOGCHS
168	Mugot, Jane D.	Bulua CS
169	Murcia, Juliet Christine S.	MOGCHS
170	Nacaytuna, Nicolas A.	City Central School
171	Neri, Rosa Loida Mae	MOGCHS
172	Obemio, Cherry Mae L.	Macanhan ES
173	Ociones, Rodchris	Macanhan ES
174	Ogao-ogao, Lorna D.	Macanhan ES
175	Olandria, Enya C.	South CCS
176	Olayvar, Violeta S.	City Central School
177	Ompoc, Rubie	West CCS
178	Ongsoyco, Marijane	MOGCHS
179	Ora, Fe R.	Bulua CS
180	Ortega, Martino M.	West CCS
181	Pacas, Eva	City Central School
182	Paclar, Romeo Jr G.	South CCS
183	Pacudan, Melane P.	MOGCHS
184	Pacursa, Daisy Jane Y.	West CCS
185	Padilla, Jusilina	Macasandig ES
186	Pajaron, Mary Jane M.	MOGCHS
187	Palac, Margie P.	City Central School
188	Palaca, Maria Louiesa	City Central School
189	Palasan, Mary Ann S.	Consolacion ES
190	Pamon, Evelyn Q.	West CCS
191	Pascua, Marc Kizzy Thaddeous	Consolacion ES
192	Pasilan, Ruby Leah P.	Macanhan ES
193	Patilla, Meralyn O.	City Central School
194	Peñoso, Kathryn Ann	City Central School
195	Pitogo, Shalom A.	Macanhan ES
196	Pliego, Marites	West CCS
197	Polinar, Ligie Mae	MOGCHS
198	Pongo, Mary Jane S.	South CCS
199	Prodencialdo, Rosela Jane	MOGCHS
200	Puti-an, Suzette B.	MOGCHS
201	Quisel, Anna Amrie A.	Macanhan ES

202	Quiza, Jona Ville	West CCS
203	Ramos, Vergillaine G.	City Central School
204	Ramoso, Nancy A.	Macasandig ES
205	Ranile, Nancy F.	West CCS
206	Ranoco, Ginalyn P.	South CCS
207	Ratunil, Jerc L.	MOGCHS
208	Rayos, Marilyn B.	Consolacion ES
209	Redondo, Genelyn B.	Macanhan ES
210	Redondo, Ricky B.	Macanhan ES
211	Reyes, Kristine	West CCS
212	Rojas, Diena	MOGCHS
213	Rosales, Alice	MOGCHS
214	Rosales, Michelle F.	Macanhan ES
215	Rubio, Christine T.	MOGCHS
216	Sabijon, Mary Ann	Bulua CS
217	Sabulbero, Ma. Leni P.	MOGCHS
218	Sacal, Jeanelyn M.	South CCS
219	Sacal, Ma. Rosalie M.	South CCS
220	Sacala, Geraldine T.	Macanhan ES
221	Sadicon, Vincent Roy	MOGCHS
222	Sajul, Grace P.	Macasandig ES
223	Sakilan, Datu Harris S.	South CCS
224	Saldua, Rosario D.	City Central School
225	Salise, Rosemarie V.	Macanhan ES
226	Saloma, Jesusa R.	MOGCHS
227	Salvaña, Maria Paz J.	Bulua CS
228	Sanchez, Marina G.	City Central School
229	Santos, Jonathan A.	South CCS
230	Sedigo, Kharla May C.	West CCS
231	Semaña, Giraldyne D.	Macasandig ES
232	Soriano, Norlinda B.	South CCS
233	Suazo, Ivy A.	Macasandig ES
234	Sumbilon, Reisd May B.	Macanhan ES
235	Tabamo, Kenneth	City Central School
236	Tabla, Joan Mae C.	MOGCHS
237	Tagulao, Relyn E.	Consolacion ES
238	Tahud, Mae L.	South CCS
239	Tahud, Meldy L.	South CCS
240	Talaogon, Jinky B.	Bulua CS
241	Tilacas, Estella L.	City Central School

242	Timon, Teresa B.	West CCS
243	Tiosen, Chona O.	Macasandig ES
244	Tomaquin, Eric M.	MOGCHS
245	Tongol, Kysilyn M.	MOGCHS
246	Torregosa, Elsie	Macanhan ES
247	Tulang, Jerome	West CCS
248	Ubalde, Marie Ellen J.	Bulua CS
249	Ugat, Maricel	MOGCHS
250	Usman, Jamalia S.	MOGCHS
251	Valcorza, Ressa May	West CCS
252	Valdehueza, Lolita B.	Macasandig ES
253	Vallar, Juvy G.	MOGCHS
254	Viernes, Dennis R.	West CCS
255	Villalobos, Jean P.	West CCS
256	Villar, Jhoann T.	Macasandig ES
257	Waniwan, Marife L.	South CCS
258	Yamit, Remie Marie C.	MOGCHS
259	Yana, Benelyn	West CCS
260	Yrag, Grace B.	South CCS
261	Yu, Berlyn A.	MOGCHS
262	Zaportiza, Farrah	West CCS
263	Zea, Yolan Cesar D.	South CCS