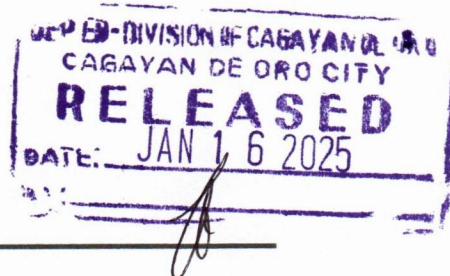




Republic of the Philippines
Department of Education
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

Division Advisory No. 02 s. 2025
January 16, 2024

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit www.depedcdo.net)

INVITATION TO SERVE AS TEST ADMINISTRATORS FOR MARCH 2025 CSE-PPT

The Civil Service Commission – Regional Office X will conduct the Career Service Examination - Paper and Pen Test (CSE-PPT) for Professional and Sub-professional Levels on March 2, 2025.

With this, public school teachers in Cagayan de Oro who are members of the CSC Professionalized Corps of Test Administrators (PROCTAD) are invited to act as Test Administrators during the said examination. New members are also welcome to be part of the corps.

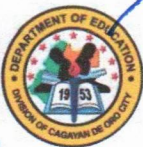
Interested PROCTAD members and new members are required to attend a briefing at the following date and venue:

DATE	TIME	ACTIVITY	VENUE
January 29, 30, February 4,5, 2025	2:00 PM – 5:00 PM	Briefing for Room Examiners, Proctors, and Alternate Examiners	Performing Arts Theatre (PAT), USTP Campus, Lapasan Highway, CDO
February 6, 2025	2:00 PM – 5:00 PM	Briefing for Supervising and Chief Examiners	

Participating teachers are allowed to attend on official time half a day to attend the examination briefing.

Attached is the copy of communication for specific details.

LLT / Invitation to Act as Test Administrators for March 2024 CSE-PPT
001/January 16,2025



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

January 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 Career Service Examination - Paper and Pen Test (CSE-PPT) for Professional and Sub-Professional Levels on **Sunday, March 2, 2025**, (6:00am to 12:00nn) in this city using various schools as test venues.

We are 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 during the conduct of the examination. New members are also welcome to be part of the corps. They are required to attend a Briefing, together with the old members at the following date and venue:

DATE	TIME	ACTIVITY	VENUE
January 29, 30, February 4, 5, 2025	2:00 PM – 5:00 PM	Briefing for Room Examiners, Proctors, and Alternate Examiners	Performing Arts Theatre (PAT), USTP Campus, Lapasan Highway, CDO
February 6, 2025	2:00 PM – 5:00 PM	Briefing for Supervising and Chief Examiners	

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 *“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 half day to attend to the 3-hour examination briefing to be conducted.

Likewise, we also request **an updated copy** of the Directory of Heads of Schools in DepEd Cagayan de Oro for our preparation of invitations.

Please upload the updated directory to this link: <https://bit.ly/cseppt-030225-directory> or email it to esd.cscro10@gmail.com.

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