



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of City Schools – Tagbilaran City

**Office of the Schools Division
Superintendent**

27 February 2020

DIVISION MEMORANDUM
No. 069, s. 2020

**BRIEFING OF THE PROFESSIONAL CORPS OF TEST ADMINISTRATORS
(PROCTAD)**

To: Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is the communication from the Civil Service Commission, informing this Office on the conduct of Career Service Professional and Sub-Professional Examinations on March 15, 2020 in Tagbilaran City.
2. In relation to this, the enclosed list of teachers and non-teaching personnel are to attend the Briefing of the Professional Corps of Test Administrators (PROCTAD) at 2:00 p.m. of March 2, 2020; 9:00 a.m. and 2:00 p.m. of March 4, 2020, respectively at the APC Conference Room, Dao District, Tagbilaran City.
3. Immediate dissemination of this Memorandum is desired.

Fr: *John Irwin A. Lagura* o/c
JOSEPH IRWIN A. LAGURA PhD 2/27/2020
Schools Division Superintendent
Office of the Schools Division Superintendent #

JIAL/MKP/ADMIN/AM/mg



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CSC Field Office-Bohol

February 20, 2020

DR. JOSEPH IRWIN A. LAGURA
Schools Division Superintendent
Department of Education
Division of Tagbilaran City
Dao District, Tagbilaran City

Dear **Dr. Lagura**:

We are pleased to inform you that once again, the Civil Service Commission will conduct the **Career Service Professional and Sub-Professional Examinations** on **March 15, 2020** here in **Tagbilaran City**.

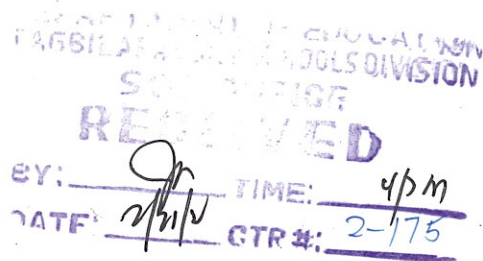
In this regard, we would like to request you to allow 119 of your teachers and employees (*see attached list*) to attend the **BRIEFING** of the Professional Corps of Test Administrators (PROCTAD) at **2:00 pm of March 2, 2020; 9:00 am and 2:00 pm of March 4, 2020** at the **APC Conference Room**, Dao District, Tagbilaran City.

For confirmation, we will appreciate receiving their confirmation on or before **February 26, 2020**.

Thank you very much for your continued support and cooperation.

Very truly yours,


ELIZABETH B. MATEO
Director II



Bawat Kawani, Lingkod Bayani

LIST OF EXAM ADMINISTRATORS
(Briefing/Orientation)
March 2 & 4, 2020

APC Conference Room, Dao District, Tagb City

	Name		Sked of Briefing	Confirmation		If No , Pls, state the reason
				Yes	No	
1	Abueva,	Rosalie T.	Mar 2 - 2pm	✓		
2	Agua	Catherine	Mar 2 - 2pm	✓		
3	Alo,	Artemio	Mar 2 - 2pm	✓		
4	Amora,	Bernardita	Mar 2 - 2pm	✓		
5	Arabaca,	Raquel M	Mar 2 - 2pm		✓	CUIRAA Committee replacement: Rumen Bernaldes
6	Arcader,	Delia A.	Mar 2 - 2pm		✓	CUIRAA Committee
7	Arcillas,	Oliver G.	Mar 2 - 2pm		✓	CUIRAA Committee
8	Autentico	Frances Karl D	Mar 2 - 2pm			No records (not completed to Dept) Tagb-city Division
9	Autentico	Rachel	Mar 2 - 2pm	✓		
10	Ayao	Eduardo	Mar 2 - 2pm		✓	CUIRAA Committee
11	Bacus,	Maria Elena	Mar 2 - 2pm		✓	CUIRAA Committee
12	Balazuela	Agricola	Mar 2 - 2pm		✓	Health Reason
13	Bandija,	Celsa O.	Mar 2 - 2pm	✓		
14	Barrera	Zita	Mar 2 - 2pm	✓		
15	Barimbao,	Maricel O.	Mar 2 - 2pm		✓	CUIRAA Committee
16	Barol,	Lemuel B.	Mar 2 - 2pm		✓	CUIRAA Committee
17	Batingal,	Crestita G.	Mar 2 - 2pm		✓	CUIRAA Committee
18	Bedrijo	Marilou	Mar 2 - 2pm		✓	CUIRAA Committee
19	Baguhin,	Josephine S	Mar 2 - 2pm	✓		
20	Baliling	Irish	Mar 2 - 2pm		✓	Maternity leave
21	Bernales	Mary Ann	Mar 2 - 2pm	✓		
22	Boloron	Ritchel	Mar 2 - 2pm	✓		
23	Briones,	Maria Mae	Mar 2 - 2pm			Not connected to Dept Tagb-city Division
24	Cabarles,	Pablita	Mar 2 - 2pm	✓		
25	Caberte,	Glenda Mae E.	Mar 2 - 2pm	✓		
26	Cahucom,	Michelle	Mar 2 - 2pm	✓		
27	Cardinas,	Ermila D.	Mar 2 - 2pm	✓		
28	Cartagenas,	Liza	Mar 2 - 2pm	✓		

	Name		Sked of Briefing	Confirmation		If No, Pls, state the reason
				Yes	No	
29	Castano,	Dougeford D.	Mar 2 - 2pm		✓	CVIRAA Committee
30	Castano	Felix Jr	Mar 2 - 2pm		✓	CVIRAA Committee
31	Cavarles	Pablita R	Mar 2 - 2pm	✓		same in # 24
32	Cempron,	Nilo S.	Mar 2 - 2pm	✓		
33	Cesar	Ellen	Mar 2 - 2pm	✓		Reached to March 4, 2020 - 9AM
34	Chatto,	Helen B.	Mar 2 - 2pm		✓	CVIRAA Committee
35	Cirunay,	Gines T.	Mar 2 - 2pm	✓		
36	Collyer	Cherry Michelle	Mar 2 - 2pm	✓		
37	Correa,	Eldiebrando S.	Mar 2 - 2pm	✓		
38	Columnas,	Sarah Mae C.	Mar 2 - 2pm	✓		
39	Cuajao,	Beverly Joy	Mar 2 - 2pm		✓	CVIRAA Committee
40	Dagami, .	Janora C	Mar 2 - 2pm	✓		
41	Dango,	Charita L.	Mar 4 - 9am	✓		
42	Dayan,	Margaret P.	Mar 4 - 9am	✓		
43	Dayot	Nelson	Mar 4 - 9am		✓	CVIRAA Committee
44	Digal	Jayvee m	Mar 4 - 9am	✓		
45	Diola	Earl Jose O	Mar 4 - 9am		✓	CVIRAA Committee
46	Dispo	Leslie Marie L	Mar 4 - 9am	✓		
47	Duquila,	Joan G.	Mar 4 - 9am	✓		
48	Echavia,	Julie Mariae D.	Mar 4 - 9am	✓		
49	Espuelas,	Jocelyn L.	Mar 4 - 9am	✓		
50	Estepa	Richard L	Mar 4 - 9am	✓		
51	Estodillo,	Maria Jane E	Mar 4 - 9am		✓	CVIRAA Committee
52	Fallar	Ma Linda T	Mar 4 - 9am	✓		
53	Fernandez,	Edgar	Mar 4 - 9am	✓		
54	Flor,	Jan Elvin G.	Mar 4 - 9am		✓	CVIRAA Committee
55	Fronteras,	Aljon	Mar 4 - 9am	✓		
56	Fudalan,	Maria Irene V.	Mar 4 - 9am	✓		
57	Fuertes,	Primitiva B.	Mar 4 - 9am	✓		
58	Gabi	Christine	Mar 4 - 9am			Not connected to Dept of City Division
59	Galan,	Rosalette	Mar 4 - 9am	✓		
60	Galesa,	Maria C.	Mar 4 - 9am	✓		
61	Gone,	Editha	Mar 4 - 9am	✓		
62	Gone,	Raymond A	Mar 4 - 9am	✓		
63	Gallo,	Christine B.	Mar 4 - 9am	✓		
64	Geangan,	Chona O.	Mar 4 - 9am	✓		
65	Geolagon,	Rezalyn B	Mar 4 - 9am	✓		

	Name		Sked of Briefing	Confirmation		If No, Pls, state the reason
				Yes	No	
66	Getigan,	Maria Flor	Mar 4 - 9am	✓		
67	Geñoso,	Arsenio C.	Mar 4 - 9am	✓		
68	Gultia,	Jonathamuel H	Mar 4 - 9am	✓		
69	Gutang,	Anna Marie J	Mar 4 - 9am	✓		
✓ 70	Gutierrez,	Mary Melody	Mar 4 - 9am		✓	CVRRAA Committee
71	Imbalsado,	Rosana	Mar 4 - 9am	✓		Resched to March 11, 2020 2PM
72	Indoyon,	Liza C.	Mar 4 - 9am	✓		
73	Ingles	Marigem S	Mar 4 - 9am	✓		
74	Isada,	Marife	Mar 4 - 9am	✓		
75	Jala,	Jesilo G.	Mar 4 - 9am		✓	Health Reason
76	Jala	Maylene I	Mar 4 - 9am		✓	CVRRAA committee
77	Jaljalis,	Leah B.	Mar 4 - 9am	✓		
78	Labasan,	Eva L.	Mar 4 - 9am	✓		
79	Labesores,	Jennifer P.	Mar 4 - 9am	✓		
80	Lopernes,	Aileen Q	Mar 4 - 9am	✓		
✓ 81	Lorejo	Ruben C	Mar 4 - 2pm		✓	CVRRAA committee
✓ 82	Lumamba	Monette A	Mar 4 - 2pm	✓		
83	Macalisang	Ma Apryl L	Mar 4 - 2pm	✓		
84	Maceren,	Rosemarie S	Mar 4 - 2pm		✓	Health Reason ^{supplement} which may require
85	Mahumas,	Sylvia J.	Mar 4 - 2pm	✓		
86	Malaya,	Robert	Mar 4 - 2pm		✓	CVRRAA committee
87	Manatad,	Gemma P.	Mar 4 - 2pm	✓		
88	Maquiling	Liza	Mar 4 - 2pm	✓		
89	Maraguinot,	Pearly T.	Mar 4 - 2pm	✓		
90	Matuod,	Emmalyn	Mar 4 - 2pm	✓		
91	Mendez,	Corazon E.	Mar 4 - 2pm	✓		
92	Monton,	Cirilo R.	Mar 4 - 2pm) No Records, Not connected to Dept of Regs. City
93	Monton	Vanessa	Mar 4 - 2pm			
✓ 94	Operiano,	Joanalou R.	Mar 4 - 2pm		✓	CVRRAA Committee
95	Orot,	Nimpha E.	Mar 4 - 2pm	✓		
96	Paña,	Renato	Mar 4 - 2pm	✓		
97	Patos,	Angelita	Mar 4 - 2pm	✓		
98	Peligro,	Niño	Mar 4 - 2pm		✓	
100	Peligro,	Rizalina	Mar 4 - 2pm	✓		
101	Pelin,	Marcelino B.	Mar 4 - 2pm	✓		
102	Pergamino,	Annabelle M.	Mar 4 - 2pm	✓		

	Name		Sked of Briefing	Confirmation		If No, Pls, state the reason
				Yes	Yes No	
103	Poquita,	Lorna Mae P.	Mar 4 – 2pm		✓	<i>CVIRAA Committee</i>
104	Potane,	Analy O.	Mar 4 – 2pm	✓		
105	Relator,	Jeremias L.	Mar 4 – 2pm		✓	<i>CVIRAA Committee</i>
106	Salisid,	Maxima T.	Mar 4 – 2pm	✓		
107	Sarabia,	Caroline A.	Mar 4 – 2pm	✓		
108	Sarigumba,	Virginia	Mar 4 – 2pm		✓	
109	Seloterio,	Nora L.	Mar 4 – 2pm		✓	
110	Simbit,	Maria Madena C.	Mar 4 – 2pm	✓		
111	Suficiencia,	Angelina L.	Mar 4 – 2pm	✓		
112	Sulague,	Cecilia D.	Mar 4 – 2pm	✓		
113	Sumatra,	Crystal Hyacinth	Mar 4 – 2pm	✓		
114	Sunit,	Roselle M	Mar 4 – 2pm	✓		
115	Tenajeros,	Ricky C.	Mar 4 – 2pm	✓		
116	Tupos,	Virgilio Jr B.	Mar 4 – 2pm		✓	<i>CVIRAA Committee</i>
117	Tupos,	Clarisa Fe P.	Mar 4 – 2pm		✓	<i>CVIRAA Committee</i>
118	Udtohan	Marissa N	Mar 4 – 2pm		✓	<i>CVIRAA Committee</i>
119	Veloso,	Maria Flores P.	Mar 4 – 2pm	✓		
120	Vergara,	Rosalina O.	Mar 4 – 2pm	✓		
121	Visto,	Jennifer H.	Mar 4 – 2pm	✓		