DIVISION MEMORANDUM

No. 28 s. 2018

TO : Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialists
Elementary and Secondary School Heads
All Others Concerned

FROM : Socorro V. De La Rosa, CESO VI
Schools Division Superintendent

SUBJECT : CONDUCT OF ENGLISH PROFICIENCY TEST (EPT) FOR TEACHER APPLICANTS

DATE : FEBRUARY 9, 2018

1. In reference to Division Memoranda Nos. 11 and 13, S. 2018 entitled Selection and Recruitment of Elementary and Secondary School Teachers for Teacher I position (S.Y. 2018-2019) and Selection and Recruitment of Senior High School Teachers respectively, the English Proficiency Test (EPT) for all applicants from Elementary, Junior High School and Senior High School shall be administered on March 3, 2018, 8:00-10:00 AM for Batch 1, 10:00-12:00 PM for Batch 2, 1:00-3:00 PM for Batch 3 and 3:00-5:00 PM for Batch 4 at Catanduanes National High School, PAGCOR Building. In this connection, an Orientation Conference for Chief Examiner, Room Supervisors, Room Examiners and Support Staff will be conducted on March 3, 2018 at 7:00 o'clock in the morning at Catanduanes National High School (PAGCOR Building).

2. Participants to this Orientation Conference is found on Enclosure no.1 of this Memorandum.

3. The Masterlist of Examinees and their respective Room Assignments by batch will be posted outside the SDO-School Governance and Operation Division (SGOD) Office three (3) days before the administration of the test.

4. The EPT takers are reminded of the following:
   a. They are expected to be at the testing center before 7:30 AM.
   b. Bring two pencils (Lead No. 2) and snacks.

5. Travel and other allowable expenses of those concerned in the administration of the test are chargeable against local/school funds subject to the usual accounting and auditing rules and regulations.

6. Since March 3, 2018 falls on Saturday, a one day Service Credit/Compensatory Time-Off will be given for the services rendered in the Administration of English Proficiency Test.

7. For immediate dissemination and strict compliance.
Enclosure No. 1 to Unnumbered Memorandum

List of Chief Examiner, Room Supervisors, Room Examiners and Support Staff during the Administration of English Proficiency Test (EPT)

Room Supervisors: Josefa V. Zape – Chief, CID - Rooms 1-5
Miguel C. Ogalinola – Chief, SGOD – Rooms 6-10

Division Testing Coordinator: Sarah S. Chiong – SEPS – SMME

Room Examiners/Room Assignments:

1. Jezrahel Omadto - Room 1
2. Josalie Tonio - Room 2
3. Mary Rose Sta. Rosa - Room 3
4. Jesslyn Taway - Room 4
5. Maybelle Rubio - Room 5
6. Edgar Sarmiento - Room 6
7. Loraine Chiong - Room 7
8. Amada Sarmiento - Room 8
9. Tessie Breza - Room 9
10. Efren T. Matienzo - Room 10

Support Staff:
1. Achilles V. Alberto – EPS – SMME
2. Dave Tantiado
3. Pureza Isidoro
4. Emeline Francis P. Abrasaldo
5. Rona Mel Suaiso
6. Anavel Jison
7. Jonah Ann Valenzuela
8. Guard CNHS
9. Guard CNHS
10. Utility CNHS
11. Utility CNHS
12. Driver – SDO
13. Alex Abundo

BATCH 1
(Session: 8:00-10:00 AM)
Rooms 1 – 10

BATCH 2
(Session: 10:00-12:00 PM)
Rooms 1 – 10

BATCH 3
(Session: 1:00-3:00 PM)
Rooms 1 – 10

BATCH 4
(Session: 3:00-5:00 PM)
Rooms 1 – 10

Note:
1. The Room Supervisors and Room Examiners assigned will administer the Test for Four (4) Batches.
2. The first 10 rooms of the CNHS PAGCOR Building will be used for Batches 1, 2, 3, and 4.