



Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



**DIVISION MEMORANDUM**

No. 28 s. 2018

**RELEASED**

DepEd, Division of Catanduanes

RECORDS SECTION

Date FEB 09 2018

Time 4:33 P.M.

Initial/Signature: JMF

**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 :** *JMF*  
**SOCORRO V. DELA 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.

**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 Breta        | - | Room 9  |
| 10. Efren T. Matienzo  | - | Room 10 |

**Support Staff:**

1. Achilles V. Alberto – EPS – SMME
2. Dave Tantiado
3. Pureza Isidoro
4. Emeline Francia P. Abrasaldo
5. Rona Mel Suaiso
6. Anavel Joson
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.