January 30, 2020

MEMORANDUM TO:

Assistant Schools Division Superintendent
Chief Education Supervisors – CID and SGOD
Administrative Officer V
Section/Unit Heads
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools
All Concerned

CSE-PPT TEST ADMINISTRATORS’ SCHEDULE OF BRIEFING

Please see attached letter dated January 29, 2020, from the Office of MS. JUDITH A. DONGALLO-CHICANO, Director IV, CSC-NCR, on the conduct of the Career Service Examination-Pen and Paper Test (CSE-PPT), the contents of which is self-explanatory.

School Heads of the schools listed on the attached Schedule of Briefing to Room Examiners and Proctors are hereby advised to ensure successful conduct of the said activity.

Immediate and wide dissemination is highly enjoined.

SHERYLL T. GAYOLA
Education Program Supervisor
Officer In-Charge
Office of the Schools Division Superintendent

Maka-Diyos, Makatayo, Makakalikasan at Makabansa
Civil Service Commission National Capital Region

January 29, 2020

MS. SHERYLL T. GAYOLA
OIC-School Division Superintendent
Division of City Schools Marikina
Shoe Avenue, Sta. Elena
Marikina City

Dear Ms. Gayola:

This refers to the conduct of the Career Service Examination-Pen and Paper Test (CSE-PPT), for Professional and Subprofessional Levels on March 15, 2020, Sunday.

To ensure the proper implementation of the procedures in the administration of CSE-PPT and to exercise utmost diligence and honesty in the performance of respective duties and responsibilities of the Room Examiners/Proctors, may we send the attached Test Administrator’s schedule of briefing.

Further, may we request to strictly follow the listed dates and venues, to avoid exceeding the required number of participants in a given schedule and for easy monitoring of the Test Administrators’ attendance.

Thank you.

Very truly yours,

JUDITH A. DONGALLO-CHICANO
Director IV

Bawat Kawani, Lingkod Bayani
## CSC-PPT Briefing Assignments for Public Schools of Marikina

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<th>Schools</th>
<th>No. of Rooms</th>
<th>No. of Teachers</th>
<th>Time</th>
<th>Venue</th>
<th>Date</th>
<th>Resource Person</th>
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<td>84</td>
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<td>Sta. Elena High School</td>
<td>February 20, 2020</td>
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<td>February 20, 2020</td>
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