 DIVISION MEMORANDUM
No. GDE-1, s. 2017  

November 9, 2017

ORIENTATION OF TESTING OFFICIALS ON THE CONDUCT OF 2017 TEST OF ENGLISH PROFICIENCY FOR TEACHERS (TEPT) AND PROCESS SKILLS TEST (PST)

To: Neil D. Bongacayao  
   PSDS/Room Examiner  
   Joan M. Niones  
   EPS/ Room Examiner  
   Eugenio Sardido  
   Security Guard/DICNHS  
   Romeo Jairal  
   Administrative Aid/Driver  
   May Sunga  
   Utility/DICNHS

1. Relative to the administration of the Test of English Proficiency for Teachers (TEPT) and Process Skills Test to all permanent public school teachers teaching Grades 9 and 10 Science and Mathematics on Sunday, November 12, 2017, 7:30 in the morning at Digos City National High School, you are hereby advised to attend the orientation for all testing officials on Friday, November 10, 2017 at 3:00 o’clock in the afternoon at the Division Conference Room.

2. Guidelines on the conduct of the test shall be discussed.

3. For information and guidance.

WINNIE E. BATTOON, Ed.D.  
Officer-in-Charge  
Office of the Schools Division Superintendent

[Signature]

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1.0 NOV 2017

[Date]

[Ref: Schools Division of Digos]