DIVISION MEMORANDUM
No. 348, series of 2019

ASSIGNMENTS OF DIVISION PERSONNEL DURING THE CONDUCT OF
2019 ENGLISH PROFICIENCY TEST (EPT) FOR TEACHER-APPLICANTS

TO: Division Chiefs (CID & SGOD)
    Public Schools District Supervisors
    Education Program Supervisors
    Division Testing Coordinator
    Concerned Division Personnel

1. Relative to the conduct of the 2019 English Proficiency Test (EPT) for Teacher-Applicants on February 17, 2019, 1 o'clock in the afternoon at Digos City National High School, the following Division Personnel are advised to perform the following tasks:

   Room Examiners
   1. Luzminda B. Jasmin
   2. Ronilyn P. Nieves
   3. Arlene P. Barba
   4. Joan Niones
   5. Neil D. Bongcayao
   6. Helen A. Casimiro
   7. Mary Gior D. Tabanao
   8. Imelda C. Cardines
   9. Ida I. Juezan
   10. Tito Endrina
   11. Cecile Uy
   12. Eleser D. Mateo
   13. Rofelia De Mesa
   14. Jose Israel Maravilles

   Room Supervisor Reyzen O. Monserate

2. Room Examiners and Room Supervisor are advised be at the testing venue at 12:30 PM and to perform their duties in accordance with the guidelines set by the Bureau of Education Assessment (BEA).

3. Travel expenses will be charged to local funds subject to the existing accounting and auditing rules and regulations.

4. Supervisors/Room Examiners and other non-teaching personnel involved are entitled of one (1) day Compensatory Overtime Credits (COC) subject to the existing CSC and CSC-DBM Joint Circular No. 2, s. 2004 on non-monetary remuneration for the overtime services rendered.

5. For your information and compliance.

WINNIE E. BATOON, EdD
Officer-In-Charge
Office of the Schools Division Superintendent

References: As stated

To be indicated in the Perpetual Index under the following subjects:
    GOVERNANCE SIMMAE EPT

ROM: Assignments of Division Personnel During the Conduct of 2019 EPT for Teacher-Applicants
31 January 2019