

DepEd-Division of Catanduanes  
RECORDS SECTION  
**RELEASED**  
BY:  No. 244  
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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

February 13, 2026


**DIVISION MEMORANDUM**  
No. 244 s., 2026

**ORIENTATION/BRIEFING FOR THE PROFESSIONALIZED CORPS OF TEST ADMINISTRATORS (PROCTAD) RE: CONDUCT OF THE CIVIL SERVICE EXAMINATION PEN AND PAPER TEST (CSE-PPT)**

**TO :** CID & SGOD Chief and Personnel  
OSDS Unit Heads and Personnel  
Elementary & Secondary School Heads  
All Others Concerned

1. In connection with the conduct of the Civil Service Examination Pen and Paper Test (CSE-PPT) in Virac, Catanduanes on March 8, 2025, test administrators are advised to attend the orientation/briefing of the Civil Service Commission (CSC) on February 16, 19, 2026, 1:00 PM and on February 20, 2026, 9:00 AM, at the CSC Catanduanes Field Office, San Isidro Village, Virac, Catanduanes.
2. Concerned DepEd teaching and non-teaching personnel who received an invitation from the CSC via email are allowed to attend on official time on their assigned briefing schedule, as indicated in the invitation letter.
3. School heads and unit heads are expected to ensure that school and office operations are not disrupted while concerned personnel are attending the orientation.
4. For immediate dissemination, guidance and compliance.

By Authority of the OIC-Schools Division Superintendent:

  
**EVA S. TOLENTINO**  
Administrative Officer V  
Officer-In-Charge



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