



Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



November 6, 2018

DIVISION MEMORANDUM

No. 772 s. 2018

ADMINISTRATION OF THE ENGLISH PROFICIENCY TEST-PROCESS SKILL TEST (EPT-PST) FOR GRADE 11 AND 12 SCIENCE AND MATHEMATICS TEACHERS AND ORIENTATION OF CHIEF /ROOM EXAMINERS

**TO : Assistant Superintendent
Division Supervisors/Coordinators
SEPS and EPS II
District Supervisors/OIC's
Elementary and Secondary School Head**

1. This Office announces the conduct of the **English Proficiency Test-Process Skill Test (EPT-PST)** to all Grade 11 and Grade 12 Science and Mathematics Teachers at Minglanilla Central Elementary School on **November 18, 2018** from **8:00 am to 5:00 pm**.

2. The following names listed hereunder are the personnel involved in the administration of the said EPT-PST are directed to report to Minglanilla Central Elementary School on or before **6 :00 o'clock in the morning for the orientation**.

NAME	POSITION
JANE O. GURREA	Chief Examiner
JOEL UMBAY	Room Supervisor
ELSA ABATAYO	Room Supervisor
MARIA SOCORRO N. RELACION	Room Supervisor
MONALIZA PARDILLO	Room Examiner
ELLEN VILLASENCIO	Room Examiner
ROMELA QUIAMCO	Room Examiner
ALADIN CABANIG	Room Examiner
LORNA GULAY	Room Examiner
CLAIRE PARAISO	Room Examiner
REYES GRACE MARIE	Room Examiner
ESTELA SARTIGA	Room Examiner
ERAZO JOEL	Room Examiner
SUPPORT STAFF	
RENANTE TABUNARES	Support Staff
EDISON DE LA PENNA	Support Staff
CLEOFE AZARCON	Support Staff
REY ANTONIO PARAISO	Support Staff
10 TEACHERS OF MINGLANILLA CES	Support Staff

3. Takers are advised to be in the venue at on or before 7:00 o'clock in the morning and please bring the following;

- ID
- Pencil
- Snacks

4. In the absence of monetary incentive, all personnel involved in the administration of the test shall be provided with Compensatory Time-Off (CTO) per CSC and DBM Joint Circular No. 2 s.20014 or Service Credit per DepEd Order No. 53 s. 2003.

5. Travelling and other incidental expenses incurred by the participants relative to the conduct of the said activity shall be charged against **BEA FUNDS** subject to their availability and the usual accounting and auditing rules and regulations.

6. This memorandum serves as participants' **Authority to Travel**.

7. Immediate dissemination of and strict compliance with this Memorandum is directed.

For:

RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent


ESTER A. FUTALAN, Ed.D.
Assistant Schools Division Superintendent
Office-In-Charge


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