



**December 4, 2018**

**DIVISION MEMORANDUM**

No. 860, s. 2018

**2018 PRINCIPALS' TEST REGIONAL TECHNICAL WORKING GROUP:  
WORKING COMMITTEES AND TESTING FORCE**

**To: Assistant Superintendents  
Chiefs, CID and SGOD  
Division Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads**

1. Attached is Regional Memorandum No. 0911, s. 2018, entitled **"2018 Principals' Test Regional Technical Working Group: Working Committees and Testing Force."**
2. Relative to the conduct of 2018 Principals' Test on Sunday, December 9, 2018 at 7:00 a.m. to 12:00 noon at Lahug Elementary School, Lahug, Cebu City, an orientation of the testing personnel (supervising examiners, room examiners, reserved examiners and proctors) will be held on Saturday, December 8, 2018 at 1:00-4:00 p.m.
3. Please refer to Enclosure No. 1 of the aforementioned memorandum for the list of members of the testing force- supervising examiners, room examiners, reserved examiners and proctors.
4. Attendance and punctuality of the testing personnel during the orientation and actual test administration is a must.
5. Expenses for food, transportation, and other incidental expenses, including the honoraria for the staff of testing force and working committees (inclusive of their traveling and incidental allowances) will be charged to the **2018 Principals' Test registration fees.**
6. This Memorandum also serves as Authority to Travel.
7. Immediate dissemination of and compliance with this Memorandum is desired.

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



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
**REGION VII, CENTRAL VISAYAS**  
Sudlon, Lahug, Cebu City



NOV 26 2018


REGIONAL MEMORANDUM

No. **0911** s. 2018

**2018 PRINCIPALS' TEST REGIONAL TECHNICAL WORKING GROUP:  
WORKING COMMITTEES AND TESTING FORCE**

TO: Schools Division Superintendents  
Officers-in-Charge of Schools Divisions  
Regional Functional Division Chiefs  
All Others Concerned

1. Relative to the conduct the 2017 Principals' Test on December 9, 2018, Sunday at 7:00 AM to 12:00 Noon at Lahug Elementary School, Lahug, Cebu City, this Office through hereby announces the Regional Technical Working Group involved in the preparation and actual conduct of the test.
2. Enclosure 1 is the list of personnel serving as members of the testing force—supervising examiners, room examiners, roving proctors, and reserved examiners.
3. The chairpersons, co-chairpersons, and members of the different working committees are found in Enclosure 2. Duties and responsibilities of the said committees are also indicated in this enclosure.
4. Identified members of the testing force and working committees who cannot serve due to conflict of schedule are requested to notify Ms. Merden L. Bryant, Regional Principals' Test Coordinator, through this telephone number— 231-1071.
5. Orientation of the testing personnel (supervising examiners, room examiners, reserved examiners and proctors) will be on December 8, 2018, Saturday, 1:00-4:00 PM.
6. Chairpersons and co-chairpersons of the different working committees will have separate orientations on their duties and responsibilities on November 27-28 and/or December 5-7, 2018.
7. Attendance and punctuality of the staff of the testing personnel during the orientation and actual test administration is a must.
8. Expenses on food, transportation, and other incidental expenses including the honoraria for the staff of testing force and working committees (inclusive of their travelling and incidental allowances) will be charged against the 2017 Principals' Test registration fees.
9. Immediate dissemination of and compliance with this Memorandum is desired.

  
**SALUSTIANO T. JIMENEZ, CESO V'**  
OIC-ASSISTANT REGIONAL DIRECTOR  
**JULIET A. JERUTA, Ph.D., CESO V**  
Director IV/Regional Director

Enclosure 1

## 2018 PRINCIPALS' TEST (PriTe) TESTING FORCE

TESTING ROOM/S	SUPERVISING EXAMINERS
1-5 & 81	Estela Susvilla
6-9	Marcelita Dignos
10-14	Leah Apao
15-18	Emiliano Elnar Jr.
19-22	Ma. Jesusa Despojo
23-26	Misael Borgonia
27-31	Lorenzo Dizon
32-36	Genda De Gracia
37-41	Adeline Luarez
42-46	Grecia Bataluna
47-51	Novie Mangubat
52-56	Joelyza Arcilla
57-61	Aquilo Rentillosa
62-65	Mary Jane Powao
66-70	Evelyn Gala
71-75	Mary Ann Flores
76-80	Oliver Tuburan
TESTING ROOM/S	ROVING PROCTORS
1-5 & 81	Juanita Negapatan
6-9	Christopher Villanueva Jr.
10-14	Emmanuel Mendoza
15-18	Roly Batomalaque
19-22	Bernard Tagoy
23-26	Simon Bob Rios
27-31	Marites Jose
32-36	Jelissa Bautista
37-41	Joan Mosquera
42-46	Daisy May Custodio
47-51	Maria Cecilia Vibar
52-56	Riza Guanco
57-61	Loredith Edicto
62-65	Jasmine Sarsaba
66-70	Jocelyn Pondar
71-75	Maria Jasmin Jabil
76-80	Francis John Mari Elnar

TESTING ROOM/S	ROOM EXAMINERS
1	Leslie Joie Babatuan
2	Ida F. Cabantan
3	Maurita Ponce
4	Roland Villegas
5	Marilyn Miranda
6	Rey Pol Tan
7	Sylvio Sabino
8	Juvelyn Otero
9	Elaine Perfecio
10	Quirico Sumampong
11	Gilda Bancog
12	Cesar Restauro
13	Allan Villacampa
14	Doris Esmero
15	Grace Pepito
16	Tom Pastor
17	Rosa Cabotaje
18	Sinfonia Berdin
19	Jane Gurrea
20	Gerardo Mantos
21	<i>Danilo Mangalimotan Jr</i>
22	<i>Gladys Balagtas Jr</i>
23	Pamela Rodemio
24	Nenita Jaralve
25	Jose Garry Napoles
26	Juvinar Montolo
27	Rosemary Oliverio
28	<i>Luzviminda Bariquet Jr</i>
29	Jenelyn Craste
30	Joel Umbay
31	Daniel Demetrio
32	Irenita Navarro
33	Romela Quiamco
34	Ana Liza Mapula
35	Anna Marie Bandola

TESTING ROOM/S	ROOM EXAMINERS
36	Jessica Trevino
37	Edgar Gonzaga
38	Deborah Gonzaga
39	Jocelyn Balmores
40	Merly Omambac
41	Faviolito Alberca
42	Raylene Manawatao
43	Marites Patino
44	Marivic Ople
45	Allan Pancho
46	Liberato Lauronilla
47	Jeanne Egger
48	Gerome Misa
49	Janet Kanen
50	Marilou Palag
51	Imelda Binobo
52	John Mick Fernandez
53	John Paul Lesondato
54	Caren Selgas
55	Mercedita Demoral
56	Jaime Ruelan
57	Rufino Tudlasan
58	Ninio Matillano
59	Ronil Manayon
60	Jury Yosores
61	Mariano Montebon

TESTING ROOM/S	ROOM EXAMINERS
62	Nanette Garrido
63	Glenn Tahanlangit
64	Jeffrey Seblero
65	Judith Abellanosa
66	Pedrito Ocba
67	Evangelina Largo
68	Carmencita Lopez
69	Teresita Bandolon
70	Marigold Cardente
71	Erotida Jumao-as
72	Victoria Pasaje
73	Cecilia Arcenal
74	Jessabeth Ramos
75	Christian Nabella
76	Marina Alcuizar
77	Lani Leyson
78	Mitchelin Micabani
79	Judith Abellaneda
80	Helen Sabino
81	Leo Acibar
	<b>RESERVED EXAMINERS</b>
	Cleofe Jane Montenegro
	Amaryllis Villarmia
	Jess Marlowe Libre
	Edmund Ocado Jr.

Enclosure 2

## 2018 PRINCIPALS' TEST (PriTe) REGIONAL TECHNICAL WORKING GROUP (RTWG)

Regional Project Director	Juliet A. Jeruta	Director IV/Reg'l Director
Regional Deputy Project Director	Saluatiano T. Jimenez	OIC-Asst. Reg'l Director
Regional Project Manager	Benjamin D. Tiongzon	QAD Chief
Regional Principals' Test Coordinator	Merden Bryant	QAD EPS
Asst. Regional Principals' Test Coordinator	Cynthia Miro	QAD EPS

WORKING COMMITTEES			
	Overall Chair		Benjamin Tiongzon
	Overall Co-Chair		Merden Bryant
1	<b>RO Validation</b>	Chair	Merden Bryant
		Co-Chair	Cynthia Miro
		Members	
		Cebu, Danao Cebu City, Guihulngan, Talisay Bohol, Lapu-Lapu, Tagbilaran Bohol, Dumaguete Cebu, Bayawan	Eduardo Bacaltos Eduardo Omana Roger Bajo Ma. Felina Calledo Emerson Degamo
2	<b>Setting Up PTOAS Accounts for DITOs and RO Validators</b>	Chair	Johnnyline Jagdon
3	<b>Management of 2018 PTOAS Orientation</b>	Chair	Merden Bryant
		Co-Chair	Johnnyline Jagdon
4	<b>Handling PTOAS Issues</b>	Chair (Technical)	Johnnyline Jagdon
		Chair (Policy-Related)	Merden Bryant
5	<b>Seat Plan and ID Preparation</b>	Co-Chair	Merden Bryant
		Chair	Cynthia Miro
		Member	Joy Kenneth Biasong
6	<b>Compilation of the COE of Examinees by Testing Room</b>	Co-Chair	Merden Bryant
		Chair	Cynthia Miro
		Members	
		Cebu, Danao Cebu City, Guihulngan, Talisay Bohol, Lapu-Lapu, Tagbilaran Bohol, Dumaguete Cebu, Bayawan	Eduardo Bacaltos Eduardo Omana Roger Bajo Ma. Felina Calledo Emerson Degamo Antoinette Cabando
7	<b>2018 PriTe Orientation of Testing Personnel and Working Committees</b>	Chair	Benjamin Tiongzon
		Co-Chair	Merden Bryant
		Members	Cherryl Malacora Charlie Salve Sherwin Hortel
		Cynthia Miro Helen Estoconing	
8	<b>Generation and Finalization of the List of Qualified 2018 PriTe Takers by Division and by Testing Room</b>	Chair	Merden Bryant
		Co-Chair	Cynthia Miro

9	<b>Testing Paraphernalia and Helpdesk</b> List of Examinees per Testing Room Testing Room Number Labers Map Locators and Weelcome Banners Two 2018 PriTe Tarps ID of the Testing Personnel and Members of Working Committees Assistance in Seat Plan Preparation Assistance in Compiling COEs Ushers/Usherettes to Assist Test Takers in Finding their Testing Rooms Perform Attendance Check during Orientation/Actual Administration Assistance in Distributing and Collecting IDs Running errands	Chair	Merden Bryant
		Co-Chair (Preparation)	Cynthia Miro
		Co-Chair (Provision of Supplies)	Ramon Bujawe
		<b>Members</b> Joy Kenneth Biasong Arneelyn Coca Antoniette Cabando Dimples Fermase Shara Mae Geonzon Lane Giducos Justhel Kate Monteron Eric Jandayan	Joshua Delima Imelda Labajo Eleazar Dayon Piolito Tabanag Agustin Mondilla Irene Largo Analyn Gernale Matias Baoy
10	<b>Facilitating the Flights and Accommodation of CO Monitors</b>	Chair	Merden Bryant
17	<b>Finance</b>	Co-Chair	Cynthia Miro
		Overall Chair	Aniano Bautista
		Overall Co-Chair	Melchor Jabol
		Chair on Budget	Alberta Salo
		Co-Chair on Budget	Merden Bryant
		Chair on Accounting	Michelle Corbie Laurente
		Co-Chair on Accounting	Robella Bigornia
		Chair on Cash	Jocelyn Romo
		Co-Chair on Cash	Clarenda Jenobaten
		Members	Maria Loreen Ayuda Rolando Cabatingan
13	<b>Food</b> 1. Coordinate with Ecotech in the preparation of meals and snacks during the 2018 Principals' Test Orientation and Actual Conduct 2. Ensure that meals and snacks are distributed to intended recipients. 3. Ensure that meals and snacks are distributed promptly. 4. Distribution plan/scheme should be prepared.	Chair	Ma. Felina Calledo
		Co-Chair	Emerson Degamo
		<b>Members</b> 1. Roselle Aguilar 2. Rosario Pagal 3. Mariam Canoy 4. Emmanuel Cinco 5. Ferdinand Alba 6. Robert Ragas 7. Oscar Clitar 8. Rey Pono 9. Christopher Villanueva 10. Czar Augustus Ariza 11. Elizabeth Aranzado 12. Dario Batonghinog	13. Mark Glipa 14. Christine Villarico 15. Christy Baliguat 16. Francis Mikhael Cabigon 17. Violeta Dela Pena 18. Ronaída Gildore 19. Alicia Igot 20. Jesusa Macalisang 21. Estrella Tabanag 22. Anna Loren Dumangcas
12	<b>Medical</b>	Chair	Berna Ysulan
		<b>Members</b> Melissa Paradela Noemi Guillen Grace Espos	Char May Yngayo Noreen Mercado Ranilo Edar

11	<b>Transportation</b> 1. Testing Materials (i.e. Test Booklets) 1.1 fetching from courier 1.2 sending to airport 2. CO Monitors 2.1 fetching from Airport 2.2 sending to airport 2.3 fetching from Ecotech 2.4 sending back to Ecotech 3. Food and Snacks 4. Regional Management Officials 5. Testing Paraphernalia 5.1 fetching from the Regional Office 5.2 Return to the Regional Office	Chair	Victor V. Yntig
		Co-Chair	Brazil Sanchez
		<b>Members</b> Arlene Ilaya Delfin Serban Marvin Gabucan	Abraham Ygot Ernesto Laustrico Jr. Oliver Largo
14	<b>Venue In-Charge</b>	Overall Chair	Helen Estoconing
14.1	<b>Janitorial Services</b> 1. Clean testing rooms before and after the test 2. Arrange seats before and after the test (may include setting aside desks and replacing them with armchairs carried from other rooms, then returning them) 3. Post Testing Room Number Labels 4. Post List of Examinees on Testing Rooms 5. Clean CRs before, during, and after the test 6. Ensure that CRs have water 7. Set up sound system and electric fans at the distribution center 8. Return electric fans and other tools/equipment after use.	Chair (From RO)	Eduardo Omana Roger Bajo
		Chair from Lahug ES	Cherryl Malacora
		Co-Chair (From RO)	Augusto Santiago
		Co-Chair (From Lahug ES)	Charlie Salve Liza Jabido
		Sound System Operator	Sherwin Hortel
		<b>Members from RO:</b> Gary Prejoles Mark Anthony Mabunay Reymark Mabunay Matias Baoy Elden Mabunay Maria Lourdes Mabunay Genara Nalipay Jessie Dumayhag Rolando Calimpon Rodencio Bascar Jancent Luega Antonio Soria	<b>Members from Lahug ES:</b> Jeffrey Lauza Bernadette Pana Alma Fernandez Angelo Dave Malinao Ma. Leila Guilamon Roland Chandler Gilamon Herminigilda Dioquino Ejay Marinduque
14.2	<b>Security</b> 1. Set up Welcome tarps 2. Set up Map Locator/s 3. Discriminate people and car who enter the testing venue 4. Guide car drivers where and how to park 5. Ensure peace and security in the testing venue 6. Guide test takers to their testing building 7. Detach map locator and welcome banner tarps after the exam for safekeeping at QAD.	Chair from RO	Eduardo Bacaltos
		Chair from Lahug ES	Cherryl Malacora
		<b>Members from RO</b> Alexander Salo Nicolas Monzolin Arnel Fajardo Enrique Baruz Winston Delalamon Edwin Bailo Arnold Tabalba Jojo Flores	<b>Members From Lahug ES</b> Leo Gentiles Veronica Quinones Vicente Arellano Ruben Marinduque