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Republic of the Philippines  
Department of Education  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 504, s.2025

ASSIGNMENT OF DEPED EMPLOYEES AS PROCTORS AND ROOM EXAMINERS  
FOR THE CIVIL SERVICE EXAMINATION ON AUGUST 10, 2025

To: Office of the Assistant Schools Division Superintendent  
Chiefs of the Division  
School Heads of Elementary and Secondary Schools  
All Sections and Unit Heads  
All Non-Teaching Personnel  
All Others Concerned

1. Pursuant to the letter request from the Civil Service Commission (CSC) Ilocos Sur Field Office, selected DepEd employees are requested to serve as Proctors and Examiners during the conduct of the Civil Service Examination scheduled on August 10, 2025 (Sunday) at Ilocos Sur National High School.
2. In line with this, the following identified teaching and non-teaching personnel are required to attend the orientation on August 5, 2025 (Tuesday), at 8:30 AM at the Ilocos Sur National High School Library:

NAME	POSITION
1. Elsie C. Amarin	Education Program Supervisor
2. Susiemar M. Rapisura	Education Program Supervisor
3. Mary Joy Suero	Administrative Officer V
4. Gloria P. Cabotaje	Planning Officer III
5. Clarito A. Siababa	Education Program Supervisor
6. Edgar L. Pescador	Education Program Supervisor
7. Greatest Yeng C. Molina	Administrative Officer IV
8. Jermaine A. Siababa	Master Teacher I (CAPES)
9. Marites P. Iniba	Master Teacher II (VNHSE)
10. Solito Cortel	Education Program Supervisor
11. Mark Linn T. Ricotoso	Project Development Officer I (CAPES)
12. Katrine Anne R. Arce	Administrative Officer II (CAPES)
13. Reymalin T. Llanes	Administrative Assistant II
14. Shereilyn Riodil	Administrative Officer IV
15. Mark Allen Sinogo	Administrative Officer IV

3. This may serve as a locator slip of the identified participants.
4. Immediate dissemination and strict compliance to this memorandum is desired.



*VILMA D. EDA, CESO V*  
Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
Telephone No: (077) 722-20-23 / (077) 632-05-33.  
Email Address: vigan.city@depd.gov.ph  
Website: www.depdivigan.city.com

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Civil Service Commission

Republic of the Philippines

**Ilocos Sur Field Office**

July 01, 2025

**Supt. Vilma D. Eda, CESO V**  
*Schools Division Superintendent*  
*DepEd-Vigan City Division*  
*Vigan City, Ilocos Sur*

Dear **Supt. Eda:**

Public Service Greetings!

We would like to inform you that this Office will again conduct the Career Service Examination-Pen and Paper Test, Professional and Sub-Professional Levels on August 10, 2025, Sunday, 6:00 AM-12:00 Noon. A total of One Thousand Seven Hundred Fifteen (1,715) examinees will take the examination for the Professional and Sub-Professional levels.

Moreover, may we request the services of the following number of competent, capable, interested and willing personnel, both teaching and non-teaching, who will undergo the briefing/orientation of examination personnel to serve as test administrators on **August 05, 2025 at 9:00 o'clock in the morning at ISNHS Library:**

Supervising/Room Examiners/Proctors - 15

We strongly recommend that priority shall be given to those who have served in the previous examinations who performed the task diligently and efficiently. May we then request for the list of names on or before July 14, 2025.

Thank you very much for your continued support and assistance.

Very truly yours,

  
**MARINA N. GARCIA**  
*Director II*

**Bawat Kawani, Lingkod Bayani**

Zone 5 Bantay, Ilocos Sur ☎ (077) 604-5582 ✉ cscisfo@yahoo.com ● www.ro1.csc.gov.ph

**QUALIFIED TEACHING AND NON-TEACHING PERSONNEL WHO WILL SERVE DURING  
the Civil Service Examination-Pen and Paper Test on August 7, 2025  
DEPED, SDO - VIGAN CITY**

**SUPERVISING EXAMINERS (3)**

	NAME	POSITION
1.	Elsie C. Amorin	Education Program Supervisor
2.	Susiemar M. Rapisura	Senior Education Program Specialist
3.	Mary Joy Suero	Administrative Officer V

**ROOM EXAMINERS (6)**

	NAME	POSITION
1.	Gloria P. Cabotaje	Planning Officer III
2.	Clarito A. Siababa	Education Program Supervisor
3.	Edgar L. Pescador	Education Program Supervisor
4.	Greatest Yeng C. Molina	Administrative Officer IV
5.	Jermaine A. Siababa	Teacher III (VCS)
6.	Marites P. Iniba	Master Teacher II (VNHSE)

**PROCTORS (6)**

	NAME	POSITION
1.	Solito Cortel	Education Program Supervisor
2.	Mark Linn T. Ricotoso	Project Development Officer I
3.	Katrine Anne R. Arce	Administrative Assistant III
4.	Reymalin T. Llanes	Administrative Assistant II
5.	Sherelyn Riodil	Administrative Officer IV
6.	Mark Allen Sinogo	Administrative Officer IV

Prepared by:

**GREATEST YENG C. MOLINA**  
Administrative Officer IV  
(Personnel Unit)

Noted by:

**VILMA D. PDA, CESO V**  
Schools Division Superintendent

