



2601-275

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 14, s.2026

**ASSIGNMENT OF DEPED EMPLOYEES AS PROCTORS AND ROOM EXAMINERS
FOR THE CIVIL SERVICE EXAMINATION ON MARCH 8, 2026**

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 March 8, 2026 (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 February 13,2026 (Friday), at 8:30 AM at the Ilocos Sur National High School Library:

NAME	POSITION
1. Elsie C. Amorin	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 III (VNHSE)
10. Solito Cortel	Education Program Supervisor
11. Mark Linn T. Ricotoso	Project Development Officer I (CAPES)
12. Sherelyn Riodil	Administrative Officer IV
13. Reymalin T. Llanes	Administrative Assistant II
14. Mark Allen Sinogo	Administrative Officer IV
15. Daisy Ancheta	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

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Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM



**LIST OF QUALIFIED TEACHING AND NON-TEACHING PERSONNEL WHO WILL SERVE DURING
the Civil Service Examination-Pen and Paper Test on March 8, 2026
DEPED, SDO - VIGAN CITY**

SUPERVISING EXAMINERS (2)

NAME	POSITION
1. Elsie C. Amarin	<i>Education Program Supervisor</i>
2. Susiemar M. Rapisura	<i>Senior Education Program Specialist</i>
3. Mary Joy Suero	<i>Administrative Officer V</i>

ROOM EXAMINERS (6)

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

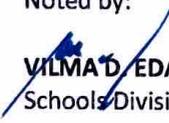
PROCTORS (7)

NAME	POSITION
1. Solito Cortel	<i>Education Program Supervisor</i>
2. Mark Linn T. Ricotoso	<i>Project Development Officer I</i>
3. Reymalin T. Llanes	<i>Administrative Assistant II</i>
4. Sherelyn Rioidil	<i>Administrative Officer IV</i>
5. Mark Allen Sinogo	<i>Administrative Officer IV</i>
6. Daisy Ancheta	<i>Administrative Officer IV</i>

Prepared by:


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

Noted by:


VILMA D. EDA, CESO V
Schools Division Superintendent



Ilocos Sur Field Office

January 05, 2026

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 March 8, 2026, Sunday, 6:00 AM-12:00 Noon. A total of One Thousand Six Hundred Fifty Three (1,653) 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 **March 04, 2026 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 February 13, 2026.

Thank you very much for your continued support and assistance.

Very truly yours,


MARINA N. GARCIA
Director II