

September 22, 2014

CHERRY MAE L. LIMBACO, Ph.D., CESO V

Schools Division Superintendent
Department of Education Region 10
Division of Misamis Oriental
Velez St., Cagayan de Oro City

Dear **Superintendent Limbaco**:

As the central personnel agency of the Philippine bureaucracy, the Civil Service Commission is mandated to ensure that entrance in government service is based on merit and fitness which is determined as far as practicable by competitive examinations. Thus, we will be conducting the Career Service examinations on October 26, 2014.

Relative thereto, we are inviting teachers from the Department of Education who are willing to serve as Examiners/Proctors including those who are not yet members of the Professionalized Corps of Test Administrators (PROCTAD) of the CSC. A P900.00 honorarium will be given for a half-day (6:00 AM to 12:00 NN) service during the examination. The following are the qualifications:

1. Permanent employee, and not be more than 55 years old;
2. Must be a CS Professional/RA 1080 (PRC)/2nd Level Eligible;
3. Must not have been charged administratively/criminally.

The requirements to be submitted on the orientation day are:

1. Updated Personal Data Sheet with picture (PDS – CS Form 212);
2. Photocopies of approved appointment, and certificate of eligibility/PRC license;
3. Recommendation letter from the agency head.

Kindly submit the list of teachers who are willing to serve as Examiners/Proctors on or before September 26, 2014 at the CSC Regional Office, or thru email at esdcsc10@yahoo.com.

As a process of enlistment to PROCTAD, kindly allow the interested teachers to attend the required PROCTAD orientation either in the morning or in the afternoon of **October 2, 2014** at the **MUST gym**. After attending the

PROCTAD orientation, they will be included in the reserve pool for the October 26, 2014 exam. If they could not be assigned in the upcoming exam, they will be given an assignment or an automatic designation in the succeeding examinations depending on the number of Examiners/Proctors that shall be needed *vis-a-vis* the number of examinees.

Attendance to the PROCTAD orientation will be the basis for the issuance of their notices of designation for the October 26, 2014 examination. Please *do not include* employees who are not sure to attend the orientation or to serve on the October 26, 2014 examination day.

Thank you and we look forward to your support and assistance in protecting the integrity of the Civil Service Examinations and, thereby, in promoting merit and fitness in the bureaucracy.

Very truly yours,



ADAMS D. TORRES
Director IV