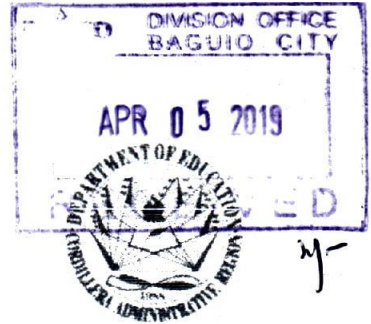




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**

Wangal, La Trinidad, Benguet, 2601  
Website: www.depedcar.ph | Email: car@deped.gov.ph



**MEMORANDUM**

TO: Schools Division Superintendents  
Regional Office Employees

FROM: **MAY B. ECLAR, Ph.D., CESO V**  
Regional Director

DATE: April 2, 2019

SUBJECT: **TRAINING FOR PROFESSIONALIZED CORPS OF TEST ADMINISTRATORS (PROCTAD)**

Attached is the letter from Atty. Marilyn E. Taldo, Director IV, Civil Service Commission - Cordillera Administrative Region, inviting interested and qualified employees to attend the One-day **Training for Professionalized Corps of Test Administrators (PROCTAD)** on **April 30, 2019** (8:00 AM - 5:00 PM) at the CSC-Benguet Field Office, Wangal, La Trinidad, Benguet.

In line with this, please submit the list of qualified and interested employees who signified their intention to attend the said training. Attached is the template for accomplishment and submission to the Administrative Division, DepEd-CAR Regional Office on or before April 15, 2019.

To: All School Administrators, Principals & Teachers in-Charge  
(Elementary & Secondary)  
FOR YOUR INFORMATION & APPROPRIATE ACTION  
**FEDERICO P. MARTIN, Ed.D., CESO VI**  
Schools Division Superintendent

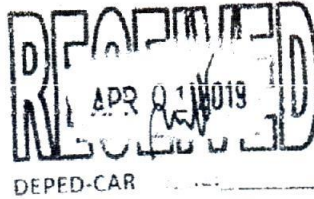
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**Contact Numbers (Area Code: 074):**

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				



Cordillera Administrative Region



March 28, 2019

Dr. MAY V. ECLAR, PhD, CESO V  
OIC Regional Director  
Department of Education CAR  
Wangal, La Trinidad, Benguet

Dear Dr. Eclar :

The Civil Service Commission CAR conducts several civil service examinations in Baguio City. With the increasing number of applicants to the said scheduled examinations and with the retirement and reassignment of many test administrators there is a need to augment the pool of test administrators to assist us in the conduct of the said examinations.

Relative thereto, the CSC CAR will conduct a one-day **Training for Professionalized Corps of Test Administrators (PROCTAD) on April 30, 2019** (8:00 AM to 5:00 PM) at the CSC FO-Benguet, Wangal, La Trinidad, Benguet. Hence, we are inviting interested and qualified employees from your agency who are **willing and available to serve in the CS Examinations** but have not yet attended the said training. Successful trainees will be subjected to accreditation as Test Administrators upon evaluation of their performance during examinations.

To protect the integrity of our examinations, would-be examiners must possess the following qualifications:

1. A permanent employee with Career Service Professional eligibility and has not been found guilty of any administrative and/or criminal case;
2. Has signified his/her interest to serve during CS examination and make himself/herself available during examination when needed;
3. With good moral character as recommended by his/her head of office;
4. Has undergone the 1-day training for test administrators.

Kindly send us the list of qualified and interested employees who signified their intention to attend the said Training for PROCTAD on or before April 15, 2019, using the attached form CSCCAR-ESD Form 1 and advise them to register through the PROCTAD Application Form link <https://tinyurl.com/proctadapp>

Thank you for your continued support to the programs of the Commission.

Very truly yours,

ATTY. MARILYN E. TALDO  
Director IV



**Cordillera Administrative Region**  
(Agency Logo)

Date : \_\_\_\_\_

**ATTY. MARILYN E. TALDO**  
Director IV  
Civil Service Commission – CAR  
116C Wagner Rd., Military Cut-off, Baguio City

Dear Director Taldo:

Below is the list of interested employees of the \_\_\_\_\_ (AGENCY NAME) who are willing and available to serve during the conduct of Career Service Examinations – Paper and Pencil Test. I am authorizing them to attend the Training for Test Administrators scheduled on \_\_\_\_\_ and future Orientations should they be considered to serve.

It is hereby certified that herein employees are of good moral character and were not found guilty of any administrative and/or criminal case.

Name	Position	Eligibility	Status of Appointment	No. of Years in Gov't Service	Signature

Thank you .

Very truly yours,

\_\_\_\_\_  
(Name & Signature of Agency Head)