



**Advisory No. 37, s. 2024**

April 24, 2024

In compliance with DepEd Order (DO) No. 8, s. 2013  
this advisory is issued not for endorsement per DO 28, s. 2001  
but only for the information of DepEd officials,  
personnel/staff, as well as the concerned public.  
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**Invitation to attend the PROCTAD/Orientation on the Conduct of the  
Career Service Examination Paper and Pen Test on 11 AUGUST 2024**

The Civil Service Commission (CSC) Baguio will be conducting the Career Service Examination Paper and Pen Test (CSE PPT) on 11 August 2024. In connection to this, there will be a PROCTAD/Orientation to those who will serve on the said date.

Interested eligible personnel may join the scheduled Orientation dates below:

Date & Time	Venue
1 August 2024/ 3:00 p.m.	Baguio City NHS, Gov. Pack Rd., Baguio City
26 July 2024/ 1:00 p.m.	Baguio City National Science High School Irisan, Baguio City

All qualified and confirmed personnel to serve shall secure their locator slip from the Head of Office or Authorized Official for the training.

Attached is the communication letter and advisory form the Civil Service for guidance and more information.

For inquiries, clarification, or assistance, please contact:

- Josefina S. Tamondong, Director II
- Mobile No: (074) 424-2659
- Email: [cscbaguio@yahoo.com.ph](mailto:cscbaguio@yahoo.com.ph)



Civil Service Commission Field Office Baguio

12 July 2024

**SORAYA T. FACULO PhD, CESO VI**  
Schools Division Superintendent  
DEPED Schools Division of Baguio City

**Madam:**

Greetings from the CSC Field Office-Baguio!

Once again, the Civil Service Commission is conducting the 11 August 2024 Career Service Examination Paper and Pen Test (CSE PPT).

In this regard, may we respectfully request that you kindly assist us in the dissemination of the schedule of conduct of PROCTAD/ Orientation for those interested to serve on August 11, 2024. We have attached a copy of the Advisory which may be furnished the schools within Baguio City. Those who are interested to serve in La Trinidad, Benguet are also welcome to attend the scheduled Orientation in Baguio.

Please be informed that interested personnel from your agency may join the scheduled Orientation dates for those who will serve as follows:

DATE & TIME	VENUE
1 August 2024/ 3:00 p.m.	Baguio City NHS, Gov. Pack Rd., Baguio City
26 July 2024/ 1:00 p.m.	Baguio City National Science High School Irisan, Baguio City

Kindly allow the attendance of all interested personnel to the halfday, free registration training. Only those who have undergone the Training for Professional Corps of Test Administrators (PROCTAD) with eligibility and permanent status are allowed to serve as test administrators.

We are most grateful for your support to the conduct of the Career Service Examinations Paper and Pen Test! Thank you so much.

Very truly yours,

  
**JOSEFINA S. TAMONDONG**  
Director II

## ADVISORY

**FROM** : CIVIL SERVICE COMMISSION FIELD OFFICE-BAGUIO  
Guisad, Baguio City (074-424-2659)

**WHAT** : Invitation to attend the PROCTAD/ Orientation on the Conduct of the  
Career Service Examination Paper and Pen Test on 11 AUGUST 2024

**WHEN** :

DATE & TIME	VENUE
1 August 2024/ 3:00 p.m.	Baguio City NHS, Gov. Pack Rd., Baguio City
26 July 2024/ 1:00 p.m.	Baguio City National Science High School Irisan, Baguio City

**HOW** : Submit a **Certified** (by authorized official) List of Interested Test Administrators from the interested school/agency (please indicate employment status, eligibility and mobile number)

### IMPORTANT REMINDERS:

1. Only those who have undergone the Training for Professional Corps of Test Administrators (PROCTAD) with **eligibility and permanent status** are allowed to serve as test administrators.
2. Bring Office Identification Card (NO I.D., NO ENTRY)
3. Those who are willing to serve in La Trinidad, Benguet are also welcome to attend the abovementioned schedules in Baguio City.

**Thank you for your support.**

  
**JOSEFINA S. TAMONDONG**  
Director II