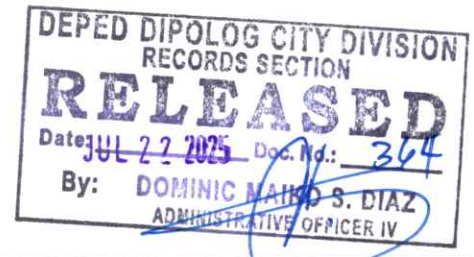




Republic of the Philippines
Department of Education
Region IX – Zamboanga Peninsula
SCHOOLS DIVISION OF DIPOLOG CITY



July 22, 2025

DIVISION MEMORANDUM

No. 764, s. 2025

ATTENDANCE TO CIVIL SERVICE COMMISSION (CSC) EXAMINATION BRIEFING

To: ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEF, CURRICULUM IMPLEMENTATION DIVISION (CID)
CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)
PUBLIC SCHOOLS DISTRICT SUPERVISOR
CONCERNED SCHOOL PERSONNEL
CONCERNED DIVISION OFFICE PERSONNEL
This Division
All Other Concerned

1. Pursuant to the request of the Civil Service Commission (CSC), and in support of its mandate to administer and coordinate Civil Service Examinations, select officials, employees, and teachers from this Division are hereby authorized to attend the **CSC Examination Briefing** scheduled on **July 30, 2025**, at the **Ground Floor, Zamboanga del Norte Convention and Exhibition Center**, Dipolog City.
2. Participants may attend either the **Morning or Afternoon** batch, with each session lasting approximately **two (2) hours**. Attendance shall be on **Official Time**, and a **Certificate of Appearance** shall be secured from the CSC to those who participate.
3. All concerned are advised to coordinate with their respective school heads or section/unit heads for proper scheduling and to ensure that classes and office operations are not disrupted.
4. Your cooperation and support for this activity are highly appreciated.
5. Immediate dissemination of this Memorandum is highly desired.

MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

Personnel Development

Civil Service Commission

Examination Briefing

ADC/20250722-DM-CSC-Exam
July 22, 2025



Address: Purok Farmers, Olingan, Dipolog City
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16 July 2025

MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent
Division of City Schools
Dipolog City



Madam:

The Civil Service Commission (CSC), as part of its mandate, administers and enforces the constitutional and statutory provisions on the merit system for all levels and ranks in the Civil Service (*Sec. 12, Chapter 3, Title I, Book V of Executive Order No. 292*). Moreover, the CSC has to control, supervise and coordinate Civil Service examinations. Any entity or official in government may be called upon by the Commission to assist in the preparation and conduct of said examinations including security, use of buildings and facilities as well as personnel and transportation of examination materials which shall be exempt from inspection regulations. (*Sec. 12 (7), Chapter 3, Title I, Book V of Executive Order No. 292*)

It is on this connection that the undersigned humbly requests consideration and approval of some officials, employees and teachers from that DepEd division to allow them to attend on official time on 30 July 2025, either for the Morning or Afternoon batch, for the purpose of the CSC Examination briefing at the Ground Floor, Zamboanga del Norte Convention and Exhibition Center, Dipolog City, wherein the exam briefing will last only for two (2) hours. Certificate of Appearance will be provided to those who will attend the said exam briefing.

We hope this merits your favorable consideration and approval as to our request. We thank you for your continued support in the programs of the Civil Service Commission.

Very truly yours,


Atty. JERRY N. MAYORMITA
Director II



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In a Race to Serve
Responsive, Accessible, Courteous and Effective Public Service
CSC RO IX, CSCFO-Zamboanga del Norte, 2nd Flr ZN Convention Center, Dipolog City



Pursuant to CSC MC 17, s. 2009

