



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

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October 16, 2018

**MEMORANDUM**

No. 364-2018



DEPED-CAR

To: Schools Division Superintendents, Baguio City and Benguet Divisions  
School Principal, Baguio City High School  
Chiefs, Regional Office Functional Divisions  
All others concerned

**COMPOSITION OF THE REGIONAL TECHNICAL WORKING GROUP (RTWG)  
AND TERMS OF REFERENCE (TORs) OF ALL PERSONNEL INVOLVED IN THE  
ADMINISTRATION OF THE 2018 PRINCIPALS' TEST**

1. Attached is the composition of the Regional Technical Working Group (RTWG) and all personnel who will be involved in the administration of 2018 Principal's Test with their specific roles and responsibilities.
2. The 2018 Principals' Test was scheduled on **November 18, 2018 at Baguio City High School**. An orientation will be conducted on the morning of **November 17, 2018 from 8:00 AM – 12:00 NN**. All members of the RTWG and all personnel involved in the administration of the test are required to attend the orientation.
3. Identified RTWG, supervising examiners, room examiners, roving proctors and all personnel involved are required to prioritize this endeavour as we aim to protect the integrity of the test and to ensure the smooth conduct of the 2018 Principals' Test in the Region.
4. For information and compliance of all concerned.

**MAY B. ECLAR, PhD., CESO V**  
Regional Director

QAD/ALP/mab

**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				



**LIST OF THE REGIONAL TECHNICAL WORKING GROUP (RTWG) AND TERMS OF REFERENCE (TORs) OF ALL PERSONNEL INVOLVED IN THE ADMINISTRATION OF THE 2018 PRINCIPALS' TEST**

Testing Center: **Baguio City High School**  
 Total No. of Examinees: **530** (as of Oct. 16, 2018)

Date of Examination: **November 18, 2018**  
 No. of Testing Rooms: **23**

Name	Position	Roles and Responsibilities
May B. Eclar, Ph.D., CESO V	Regional Director	<p><b>Regional Project Director</b></p> <ul style="list-style-type: none"> <li>▪ Provide overall direction, administration and supervision of the 2018 Principals' Test in the region in accordance with the national policies and guidelines.</li> <li>▪ Ensure that the schedule stipulated in DepED Memorandum pertaining to the conduct of the test is adhered to accordingly, unless otherwise changed by the NTWG.</li> <li>▪ Approve/sign all regional issuances/documents related to the conduct of the 2018 Principals' Test.</li> </ul>
Bettina D. Aquino, CESO IV	Asst. Regional Director	<p><b>Regional Deputy Project Director</b></p> <ul style="list-style-type: none"> <li>▪ Assist the Regional Project Director in his/her role and responsibilities relative to the conduct of the 2018 Principals' Test.</li> </ul>
Aida L. Payang, Ed.D.	Chief, QAD	<p><b>Regional Project Manager</b></p> <ul style="list-style-type: none"> <li>▪ Coordinate with the NTWG with regards to the directions, preparation, administration and supervision of the test.</li> <li>▪ Prepare and facilitate the approval of the budget proposal for the conduct of the 2018 Principals' Test.</li> <li>▪ Lead the conduct of the regional orientation to all personnel involved in the administration of the test to ensure widest information dissemination to all test takers.</li> <li>▪ Identify and recommend to the RPD a Regional Testing Coordinator (RTC).</li> <li>▪ Ensure that the identified testing venue is compliant with the specifications/requirements and standards (Section III.A).</li> </ul>

Maksim A. Botilas	EPS, QAD	<p><b>Regional Testing Coordinator</b></p> <ul style="list-style-type: none"> <li>▪ Conduct ocular inspection on possible testing venue/s.</li> <li>▪ Recommend testing venue/s that meets the specifications/requirements provided by the NTWG.</li> <li>▪ Ensure the following in the testing venue/s: <ul style="list-style-type: none"> <li>a. orderly and systematic conduct of the Principals' Test;</li> <li>b. masterlist of test takers per testing room is prepared and posted on the wall/on the door of the testing room one day before the test;</li> <li>c. complete attendance of all identified personnel involved in the administration of the test;</li> <li>d. necessary signages and locator charts are posted in proper areas for the guidance of the test takers; and</li> <li>e. safety and security in the testing venue/s through the assistance of the Barangay/Police Officials.</li> </ul> </li> <li>▪ Assist the Central Office Representatives in the following: <ul style="list-style-type: none"> <li>a. claiming of the test booklets at the assigned branch of the courier;</li> <li>b. distribution and retrieval of test materials in the testing venue;</li> <li>c. delivery/shipping of the test materials to DepED Central Office; and</li> <li>d. other related activities.</li> </ul> </li> <li>▪ Submit test administration reports to the Central Office Representatives.</li> <li>▪ Prepare and ensure completeness of seat plan template to be provided by the NTWG.</li> </ul>
Eleonora A. Albidas Mary O. Mendoza	AO V / HRMO Teacher Credentials Evaluator II	<p><b>Regional Validators</b></p> <ul style="list-style-type: none"> <li>▪ Validate the applications forwarded by the Schools Division Offices through PTOAS.</li> <li>▪ Check the completeness of the documents submitted.</li> <li>▪ Compile copy of the lower portion of the Certificate of Eligibility (COE) submitted by the SDOs.</li> </ul>
Fremalyn E. Paclos	Accountant I	<p><b>Regional Accountant</b></p> <ul style="list-style-type: none"> <li>▪ Expedite the approval of the proposed budget for the conduct of the test.</li> <li>▪ Ensure that funds for the purpose are utilized and disbursed in accordance with the existing accounting and auditing rules and</li> </ul>

		regulations.
Jumar B. Yago-an	Regional Information Technology Officer	<p><b>Reg'l Information Technology Officer</b></p> <ul style="list-style-type: none"> <li>▪ Create PTOAS accounts for the authorized member of the RTWG and the Schools Division Information Technology Officer (SDITO).</li> <li>▪ Provide necessary technical support in the use and simulation of the Principals' Test Online Application System (PTOAS) during the orientations.</li> <li>▪ Provide necessary technical assistance to the RTWG and SDTWG in the operation of the PTOAS.</li> </ul>
Mathemar B. Montes	Administrative Aide VI	<p><b>Regional Cashier/Representative</b></p> <ul style="list-style-type: none"> <li>▪ Receive and process the payments of examination fees of qualified applicants.</li> <li>▪ Issue individual Official Receipts to qualified applicants.</li> <li>▪ Prepare the masterlist of "paid" applicants indicating the Official Receipt Number.</li> <li>▪ Disburse payment of honoraria to all eligible personnel involved in the conduct of the test.</li> </ul>

**EXAMINERS, SUPERVISING EXAMINERS, ROVING PROCTORS AND OTHER PERSONNEL INVOLVED**

<b>Supervising Examiners</b>	<b>Position</b>	<b>Room Assignment</b>	<b>Roles and Responsibilities</b>
1. Pio D. Ecuán	CES - PPRD	1 - 5	<ul style="list-style-type: none"> <li>▪ Protect the integrity of the test.</li> <li>▪ Ensure orderly and systematic conduct of the test in the assigned testing rooms.</li> <li>▪ Report to the Regional Testing Coordinator any issues and concerns as well as actions taken regarding the conduct of the test.</li> <li>▪ Prepare and submit required test administration monitoring report to the Regional Testing Coordinator.</li> <li>▪ Assist in posting the list of test takers on the wall/door of each of the testing rooms one day before the test.</li> <li>▪ Assist the examinees in looking for their assigned testing room.</li> </ul>
2. Emilia M. Faustino	CES - CLMD	6 - 10	
3. Edgardo T. Alos	CAO - ADMIN	11 - 15	
4. Agustin B. Gumuwang	CES - ESSD	16 - 20	
5. Atty. Sebastian G. Tayaban	CAO - FINANCE	21 - 23	
<b>Roving Proctors</b>			
1. Eleonora A. Albidas	AO V/HRMO	1 - 6	<ul style="list-style-type: none"> <li>▪ Protect the integrity of the</li> </ul>

2. Jumar B. Yago-an	Regional ITO	7 – 12	test. <ul style="list-style-type: none"> <li>▪ Closely monitor the assigned testing rooms and immediately report any irregularities and/or administrative concerns to the Regional Testing Coordinator.</li> <li>▪ Assist the supervising examiners in ensuring a well-organized and systematic conduct of the test.</li> <li>▪ Provide assistance to the Room Examiners whenever necessary.</li> <li>▪ Assist in posting signages and locator charts in proper areas for the guidance of the test takers.</li> <li>▪ Ensure that the companion/s of the test takers remain in the waiting area, away from the vicinity of the testing rooms.</li> </ul>
3. Mathemar B. Montes	Administrative Aide VI	13 – 18	
4. Mary O. Mendoza	Teacher Credentials Evaluator	19 – 23	
<b>Central Office Representatives:</b> <ol style="list-style-type: none"> <li>1. Lead Monitor - Finance Service</li> <li>2. Asst. Monitor, Office of the Undersecretary for Finance-Disbursement and Accounting</li> <li>3. Support Staff - BHROD</li> </ol>			<ul style="list-style-type: none"> <li>▪ Prepare necessary materials for the orientation and actual administration of the test.</li> <li>▪ Pick up the test booklets and answer sheets from the assigned pick up points.</li> <li>▪ Monitor the conduct of the test in the assigned Regional Testing Venue to safeguard the integrity of the test and orderly test administration in accordance with Central Office policies and guidelines.</li> <li>▪ Ensure synchronization of time to ensure that every test taker will start and end at the same time.</li> <li>▪ Lead in the distribution and retrieval of test materials in the Regional Testing Venue and delivery/shipping of the test materials to DepEd Central Office.</li> <li>▪ Provide technical assistance to the Regional Testing Coordinator.</li> <li>▪ Prepare and submit required test administration monitoring reports to the Project Director.</li> </ul>
<b>Room Examiners</b>			
1. Florence E. Balictan	EPS - QAD	Room 1	<ul style="list-style-type: none"> <li>▪ Protect the integrity of the test.</li> <li>▪ Report any observations that</li> </ul>
2. Jennifer P. Ande	OIC CHIEF - HRDD	Room 2	
3. Jeanie Claire Y. Piggangay	EPS - CLMD	Room 3	

4. Clemente D. Bandao Jr.	EPS - CLMD	Room 4	<p>might affect the integrity of the test as well as any action taken where necessary.</p> <ul style="list-style-type: none"> <li>▪ Manage the conduct of the test in his/her assigned room.</li> <li>▪ Strictly follow the procedure in the conduct of the test.</li> <li>▪ Attend the orientation.</li> <li>▪ Collect and return test booklets and answer sheets according to the guidelines and ensure their completeness.</li> <li>▪ Submit accomplished accountability and monitoring and evaluation reports to the Regional Testing Coordinator.</li> </ul>	
5. Angela K. Apopot	EPS - CLMD	Room 5		
6. Carmel F. Meris	OIC CHIEF - FTAD	Room 6		
7. Marcelo M. Talamayan	EPS - CLMD	Room 7		
8. Rosita C. Agnasi	EPS - HRDD	Room 8		
9. Denia Tarnate	EPS - HRDD	Room 9		
10. Elfred C. Dalang	EPS - FTAD	Room 10		
11. Annie Rose Cayasen	EPS - QAD	Room 11		
12. Patricio T. Dawaton	EPS - CLMD	Room 12		
13. Rafaela S. Gawigawen	EPS - PPRD	Room 13		
14. Patricia C. Dumaguing	SEPS - PPRD	Room 14		
15. Edgar H. Madlaing	EPS - CLMD	Room 15		
16. Marjory T. Valdez	EPS - FTAD	Room 16		
17. Asterio C. Madalla	EPS - CLMD	Room 17		
18. Romulo B. Basa	EPS - CLMD	Room 18		
19. Thelma T. Dalay-on	EPS - CLMD	Room 19		
20. Rosmarie B. Dalang	EPS - QAD	Room 20		
21. Cresencio Gamay	PDO IV - ESSD	Room 21		
22. Virginia Basatan	SEPS, SMME – Benguet Div.	Room 22		
23. Sharon Christianie R. Castillo	SEPS, SMME – Baguio City Division	Room 23		
<b>Medical Staff</b>				
Dr. Angeline F. Calatan	Medical Officer IV, ESSD			<ul style="list-style-type: none"> <li>▪ Provide medical assistance when necessary.</li> <li>▪ Ensure that Over-the-Counter (OTC) drugs are available for emergency cases.</li> </ul>
Dr. Emmanuel S. Dangawen	Dentist III, ESSD			
<b>Testing Venue In-Charge/Staff</b>				
Brenda M. Cariño	School Principal IV - BCHS		<ul style="list-style-type: none"> <li>▪ Ensure overall readiness and security of the testing center.</li> <li>▪ Ensure availability of human and non-human resources needed in the conduct of the test in the identified testing center.</li> </ul>	
Nieves D. Ebanio	Administrative Officer V			
<b>Financial Staff</b>				
1. Marites A. Calica	Administrative Officer V/Cashier		<ul style="list-style-type: none"> <li>▪ Protect the integrity of the test.</li> <li>▪ Ensure that payments/honoraria due to the concerned personnel are given right after the retrieval of test materials and accomplished forms and in accordance with accounting and auditing rules.</li> <li>▪ Keep all documents related to the financial operations of the test.</li> </ul>	
2. Fremalyn E. Paclos	Accountant I			
<b>Help Desk Personnel</b>				
1. Jose Lorenzo C. Cobarrubias	ADAS I (Rooms 1 - 6)		<ul style="list-style-type: none"> <li>▪ Protect the integrity of the test.</li> </ul>	

2. Dumas D. Aban	ADAS I (Rooms 7 - 15)	<ul style="list-style-type: none"> <li>▪ Take charge of the Help Desk (located strategically near the entrance of the testing venue) to respond to concerns regarding Official Receipts, masterlist of all test takers and room numbers, medical and legal concerns, etc.</li> <li>▪ Ferry the test materials and other items needed from the Regional Office to the testing venue and other itineraries needed.</li> </ul>
3. Jefferson A. Villena	ADAS I (Rooms 16 – 20)	
<b>Driver</b>		
1. Edwin E. Balingawan 2. Peter B. Lid-ayan 3. Eric San Jose 4. Tony Bagano	Admin. Aide IV Admin. Aide IV Admin. Aide IV Admin. Aide IV	
<b>Utility Workers (Janitorial)</b>		
1. Alfonso L. Awas	Admin. Aide IV (Rooms 1-7)	<ul style="list-style-type: none"> <li>▪ Keep the vicinity clean and conducive to the activity.</li> <li>▪ Ensure that the testing rooms are clean and well-lit with proper ventilation.</li> <li>▪ Arrange the chairs of each testing room in accordance to the layout of the seat plan.</li> <li>▪ Keep the restroom clean and ensure availability of tissue and soap.</li> </ul>
2. Michael Maon	Admin. Aide IV (Rooms 8-16)	
3. Maximina M. Lingayo	Admin. Aide IV (Rooms 17-23 including rooms for the retrieval of test materials and the room for the management staff)	
<b>Security Guard</b>		
1. Ador A. Pacada		<ul style="list-style-type: none"> <li>▪ Take charge of the safety and security of the testing venue.</li> <li>▪ Rove around to ensure peace and orderliness of the surroundings.</li> <li>▪ Assist the companion/s of the test takers to the waiting area.</li> </ul>

Prepared by:

**MAKSIM A. BOTILAS**  
Regional Testing Coordinator

Noted:

OK CB  
**AIDA L. PAYANG, Ed. D.**  
Regional Project Manager

Approved:

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