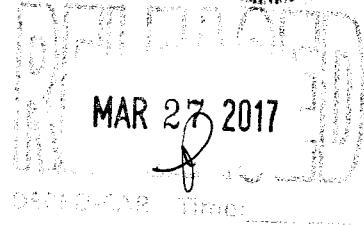
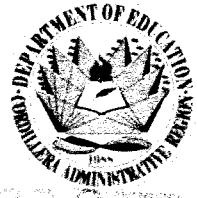




Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
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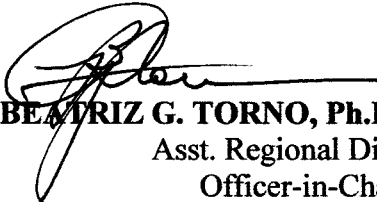


REGIONAL MEMORANDUM
NO. 101, 2017

ANNOUNCING THE CONDUCT OF THE 2016 PRINCIPAL'S TEST

**TO: SCHOOLS DIVISION SUPERINTENDENTS
HEADS, PUBLIC ELEMENTARY AND SECONDARY
SCHOOLS
ALL OTHERS CONCERNED**

1. This is to announce the conduct of the 2016 Principal's Test on April 9, 2017 at Baguio City High School, Governor Pack Road, Baguio City.
2. Schools Division Superintendents are expected to advise all their applicants to be in the venue before 7:30 in the morning and to bring necessary materials needed:
 - a. Identification cards
 - b. permit or receipts
 - c. ball pens and pencils (Mongol No. 1 or 2).
 - d. snacks
3. An orientation on the conduct of the examination shall be held on April 8, 2017 at Baguio City High School at 8:30 am.
4. Attached is the list of Management Committee Members, Supervising Examiners, Examiners and other personnel involved in the conduct of the test.
5. The following personnel are likewise entitled to a two days Compensatory Time Off (CTO) for being involved in the preparation of the test:
 - a. Regional Office (5): Daniel M. Gonayon, Archie Russel T. Baluyo, Yves. Y. Sixto, Purita D. Delos Santos and Mary O. Mendoza
 - b. Division Coordinators (8): Janet B. Pascua (Abra), Marcela Trumpo (Apayao), Juliet C. Sannad (Baguio City), Susan Dawang (Benguet), Hariet T. Bacdangan (Ifugao), Cherry Ann O. Layugan (Kalinga), Liela Abad (Mt. Province) and Dorothy Asingal (Tabuk City)
6. Immediate dissemination of this Memorandum is desired.


BEATRIZ G. TORNO, Ph.D., CESO IV
Asst. Regional Director
Officer-in-Charge
Office of the Regional Director

QAD/alp/yyo

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				



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Wangal, La Trinidad, Benguet



LIST OF MANAGEMENT COMMITTEE MEMBERS, SUPERVISING EXAMINERS, ROOM EXAMINERS & OTHER PERSONNEL AND THEIR ROLE AND FUNCTIONS IN THE CONDUCT OF 2016 PRINCIPAL'S TEST

Testing Center: Baguio City National High School
 Total No. of Examinees: 499

Date of Examination: April 9, 2017
 No. of Testing Rooms: 21

MANAGEMENT COMMITTEE

Name	Position	Role/Function
Beatriz G. Torno, Ph.D., CESO IV	OIC-Regional Director	Regional Project Director 1. Oversees and ensure the proper conduct of the principal's test in the region. 2. Approves RO resources utilization during the conduct of the test.
Soraya T. Faculo, Ph.D.	OIC Asst. Regional Director	Chief Testing Coordinator 1. Provides overall direction and supervision before, during and after the examination in the region in accordance with Central office policies and guidelines. 2. Recommends to the Regional Director proposals re: conduct of the Test
1. Aida L. Payang, Ed.D. 2. Romulo M. Flora	Chief, QAD Principal IV (Testing Center)	Co-Testing Coordinator Assist the Chief Examiner in giving directions and providing supervision over the conduct of the examination. Ensure that readiness of the testing center in terms of physical facilities, security and orderliness.

SUPERVISING EXAMINERS, EXAMINERS AND OTHER PERSONNEL

Supervising Examiners	Position	Room Assignment	Roles/Functions
1. Pio D. Ecuana 2. Lilia B. Goc-oban 3. Agustin B. Gumuwang 4. Emilia Faustino	Chief, ESSD Chief, FTAD Chief, PPRD Chief, CLMD	Rooms 1-6 Rooms 7-11 Rooms 12-16 Rooms 17-21	1. Ensure the orderly and systematic conduct of the test in his/her assigned area of responsibility. 2. Help protect the integrity of the test 3. Report issues, concerns and problems experienced or observed relative to the conduct of the test to the chief examiner. 4. Provide necessary support to the room examiners.
Roving Proctors			
1. Daisy P. Eswat 2. Corazon S. Alos 3. Patricia C. Dumaguing	Project Dev't. Officer II Head Teacher III Senior Education Program Specialist	Rooms 1-7 Rooms 8-14 Rooms 15-21	1. Provide materials/supplies needed by room examiners in the testing rooms 2. Help the supervisors usher examinees to their respective rooms

			<ol style="list-style-type: none"> Look out for any irregularities and/or administrative concerns that may arise and immediately report it to the regional coordinators and CO monitors Help keep testing rooms free from any form of disturbances/destructions
Room Examiners			
1. Rafaela S. Gawigawen	EPS-PPRD	Room 1	<ol style="list-style-type: none"> Check readiness of testing rooms Receives test materials from the chief examiner. Orient examinees in his/her testing room. Manage the conduct of the test in his/her assigned room Distribute, collect and account test materials before and after the conduct of the test. Submit accomplished accountability and M&E report to the Chief Examiner.
2. Jeanie Claire Y. Piggangay	EPS-CLMD	Room 2	
3. Marjorie T. Valdez	EPS-FTAD	Room 3	
4. Ethielyn E. Taqued	EPS-CLMD	Room 4	
5. Carmel F. Meris	EPS-CLMD	Room 5	
6. Patricio T. Dawaton	EPS-CLMD	Room 6	
7. Marcelo M. Talamayan	EPS-CLMD	Room 7	
8. Romulo B. Basa	EPS-CLMD	Room 8	
9. Francis Peckley	EPS-Benguet Division	Room 9	
10. Sabado D. Oayet	EPS-CLMD	Room 10	
11. Thelma T. Dalay-on	EPS-CLMD	Room 11	
12. Jennifer P. Ande	EPS-CLMD	Room 12	
13. Alfredo C. Dalang	EPS-FTAD	Room 13	
14. Cresencio T. Gamay	Proj. Dev't. Officer IV	Room 14	
15. Florence E. Balictan	EPS-QAD	Room 15	
16. Maksim A. Botilas	EPS-QAD	Room 16	
17. Wilfred C. Bagsao	EPS-Benguet Division	Room 17	
18. Francisco Copsiyan	EPS-Bagui City Division	Room 18	
19. Joseph L. Daganos	EPS-Benguet Division	Room 19	
20. Mila T. Caliguing	EPS-Benguet Division	Room 20	
21. Daniel M. Gonayon	EPS-QAD	Room 21	
Medical Staff	Position		Role/Functions
Dr. Jocelyn M. De Jesus	Medical Officer IV		<ol style="list-style-type: none"> Provides medical assistance when necessary Ensures that OTC drugs are readily available for emergency case
Financial Staff			
1. Atty. Sebastian Tayaban	Chief, RO Finance Division		Provide assistance to ensure proper and lawful disbursement and liquidation of funds relative to the conduct of the examination. Prepare and Process payroll for the honorarium of testing officials.
2. John A. Domerez Jr.	Accountant II		
Administrative Staff & Secretariat			
1. Edgardo T. Alos (Head)	Chief, Admin. Division		Manages the administrative staff/secretariat to ensure the delivery of the expected administrative services
2. Martess A. Calica	Administrative Officer V		<ol style="list-style-type: none"> Provide secretariat support Assist the regional coordinator in preparing a master list of examinees per room to be posted at every testing room Complete and submit database of examinees to the Lead CO Monitors Registration and issuance of ID cards to examinees
3. Nieves D. Ebanio	Administrative Officer V		
4. Purita D. De los Santos	Administrative Asst. III		
5. Mary O. Mendoza	Teacher Credential Evaluator		
6. Yves Y. Sixto	Administrative Assistant I		
7. Jefferson A. Villena	Administrative Assistant I		

8. Peter B. Lid-ayan (Driver)	Admin Asst. I	5. Ferry Test Materials from storage/terminal to the testing center and vice versa. 6. Ferry supplies and equipment from The DepEd Regional office to the testing center and vice-versa 7. Ferry testing management staff from the Regional office to the testing center and vice-versa.
10. Eric E. San Jose (Driver)	Admin. Aide IV	
11. Edwin E. Balingawan (Driver)	Admin. Aide IV	
Utility Workers (Janitorial)		
1. Alfonso L. Awas	Admin. Aide IV	1. Ensure cleanliness and orderliness of the testing center specially the testing rooms and comfort rooms 2. See to it that rooms are well ventilated and lighted. 3. Ensure availability of toiletries in all CRs during the duration of the test 4. Haul and arrange tables and chairs
2. Marcial B. Banking		
3. Maxima M. Linggayo		
4. Basilio T. Toclo		
Security Guards		
1. Antonio L. Balog-ang	Admin. Aide III	1. Maintain Peace and Order in the testing center for the duration of the test. 2. Secure the whole testing vicinity by routine roving. 3. Closely monitor test process to secure test materials.
2. Ador A. Pacada		


Prepared by:


AIDA L. PAYANG, Ed.D.
 Chief, QAD

Recommending Approval:


SORAYA T. FACULO, Ph.D.
 OIC-Assistant Regional Director

APPROVED:


BEATRIZ G. TORNO, Ph.D., CESO IV
 Assistant Regional Director
 OIC, Office of the Regional Director