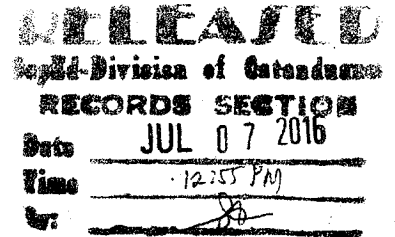


**ADVISORY NO. 38, s. 2016**



TO: SDO Chiefs (CID/SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary, Public and Private Secondary School Heads

1. Please be informed that only Public Schools District Supervisors and Secondary School Heads are authorized to add/change the names of Room Examiners if:
  - a) There is a duplication of names
  - b) The teacher is assigned in his/her respective school (Room examiner should come from another school)
  - c) The teacher assigned as RE is already retired
2. Copy of the final listing should be submitted to the SGOD Office, Attention: SEPS- SM M&E/Division Testing Coordinator for reference purposes and filing.
3. Cluster school heads will serve as Chief Examiners in the mother school and are advised to submit the names of his/her representative in their respective cluster school on or before July 11, 2016 at SGOD Office.
4. The District Supervisors are given the authority to manage/administer as well in the distribution of the test materials in their area of concern.:  
Example:
  1. If in one school is lacking Answer Sheets (AS) you may reproduce/Xerox the AS and distribute to pupils/students/schools with no AS.
  2. If in one school is lacking Test Booklet (TB), shifting shall be adopted. In case in one school has more than TB, you may bring the excess TB to school with no TB or lacking TB.
5. Immediate and wide dissemination of this Advisory is desired.

  
**SOCORRO V. DELA ROSA, CESO VI**  
Schools Division Superintendent