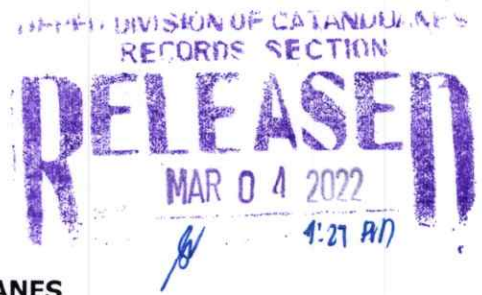




Republic of the Philippines  
Department of Education  
Region V – Bicol


**SCHOOLS DIVISION OFFICE OF CATANDUANES**



MEMORANDUM

OSDS-PER-UM-03-04-22/MBL

TO : Public Schools District Supervisors  
Elementary and Secondary School Heads (IU's & Non-IU's)  
Administrative Officers (Elementary, JHS & SHS)  
Teaching & Non-Teaching Personnel  
All other concerned

FROM :  **SUSAN S. COLLANO**  
Schools Division Superintendent

SUBJECT : **CONDUCT OF CAREER SERVICE EXAMINATION –  
PEN AND PAPER TEST (CSE-PPT) PROFESSIONAL AND SUB  
PROFESSIONAL LEVELS CY 2022**

DATE : March 4, 2022

1. In line with the conduct of Career Service Examination – Pen and Paper Test (CSE-PPT) Professional and Sub-Professional levels on March 13, 2022, examiners are advised to submit the following requirements to the **HUMAN RESOURCE MANAGEMENT OFFICE** on or before **5:00 PM, March 7, 2022, Monday**:
  - a. 2 pcs passport size ID picture
  - b. Authenticated copy of Appointment
  - c. Authenticated copy of Office ID
  - d. PROCTAD Registration Form
  - e. Commitment of Undertaking
  - f. Certificate of Consent
  - g. Health Declaration Form (to be submitted on the day of examination)
2. Forms are available at the Human Resource Management Office. Failure to comply the given requirements on the date mentioned will cause forfeiture of your slot.
3. For queries and other related concerns, please contact:

**MARK LESTER V. URBANO**  
Administrative Officer II  
Agency Focal Person  
09065985590/09291383325

4. For information, guidance and immediate compliance.

