



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

29 June 2026

DIVISION MEMORANDUM
No. **438** s. 2026

OFFICIAL LIST OF PARTICIPANTS TO THE SDO TAYABAS CITY CIVIL SERVICE EXAMINATION REVIEW PROGRAM

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In line with the Schools Division Office of Tayabas City's commitment to support the professional development and career advancement of its personnel, an official list of SDO personnel who will participate in the Civil Service Examination (CSE) Review Program is hereby issued.
2. The Civil Service Examination Review Sessions shall be conducted **online** every **Monday and Friday**, from **4:00 PM to 5:00 PM**, beginning **July 3, 2026**, and shall cover the major competencies included in the Civil Service Examination. The meeting link and other relevant details shall be communicated to all participants prior to each scheduled session.
3. The following schedule of review sessions shall be observed:

Subject	Date	Resource Speaker/Facilitator
Verbal Ability	July 3 and 17	Dr. Joseph Jay Aureada
Numerical Ability	July 6 and 20	Dr. Imelda C. Raymundo Dr. Jerome A. Chavez
Analytical Ability	July 10 and 24	Regicelle D. Cabaysa
General Information	July 13 and 27	Dr. John Cavin S. Rodil

4. The official list of SDO Tayabas City personnel who shall participate in the Civil Service Examination Review Program is attached to this Memorandum as Enclosure 1 and shall serve as the basis for attendance and monitoring.
5. The designated Resource Speakers/Facilitators who shall conduct the review sessions beyond regular working hours shall be granted **Service Credits**, subject to existing Civil Service Commission and Department of Education policies, particularly **CSC-DBM Joint Circular No. 2, s. 2004**.
6. For inquiries, concerns, or clarifications regarding this activity, please contact the School Governance and Operations Division–Human Resource



Address: Brgy. Potol, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: <https://www.sdotayabascity.ph>



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Development Section (SGOD-HRDS) through **Dr. John Cavin S. Rodil**, Senior Education Program Specialist, at johncavin.rodil@deped.gov.ph.

7. Immediate dissemination of and participation in this activity are encouraged.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge

Encl.: As stated

Reference: CSC-DBM Joint Circular No. 2, s. 2004

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

CSE-PPT
REVIEW PROGRAM
OFFICIAL LIST
SCHEDULE

SGOD- official list of participants to the sdo tayabas city civil service examination review program
SGOR0JHG-005067/June 29, 2026

Enclosure 1

LIST OF PARTICIPANTS

No.	Name	Office/School
1	Leevans Ermil V. Saligumba	Administrative Services
2	Lara Kresthia T. Roxas	Records Unit
3	Dereck Rodillo	ICT Unit
4	Mariz Labrada	CID
5	Michael Angelo A. Gonzales	(School)
6	Roy Noe D. Sate	Supply Unit