



**CAGAYAN-BATANES FIELD OFFICE**  
Dalan na Pavvurulun, Regional Government Center  
Carig Sur, Tuguegarao City

11 February 2025

**ALFREDO B. GUMARU Jr., EDD, CESO V**  
Schools District Superintendent  
Department of Education, SDO Batanes  
Basco, Batanes

Dear Sir:

Warmest greetings!

We would like to inform you that we will be conducting the Civil Service Examination- Pen and Paper Test (CSE-PPT) in Basco, Batanes on 2 March 2025 with 773 examinees. With this, we are requesting to utilize the following schools under the Division of Batanes with the corresponding number of rooms to be used by examinees, to wit:

SCHOOL	NUMBER OF ROOMS	Number of Test Administrators	HMIT	Security Guard	Janitor	Helper
<b>Basco Central School</b> <i>(Professional Level)</i>	8 regular rooms 1 PWD	8 Room Examiners 7 Room Proctors 2 Supervising Examiners		1	1	1
<b>Batanes National High School</b> <i>(Sub Professional Level)</i>	7 regular rooms 1 PWD	7 Room Examiners 7 Room Proctors 2 Supervising Examiners	1	1	1	1
<b>TOTAL</b>	<b>17 rooms</b>	<b>33 TAs</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>

Moreover, we are requesting the services of teachers of the above-mentioned schools to serve as Test Administrators on the said exam. We have scheduled the Professionalized Corps of Test Administrators (PROCTAD) Training/Briefing on **28 February 2025** to orient them of their duties and responsibilities. Kindly excuse them from their classes and to authorize them to attend the scheduled briefing in their respective schools.

Thank you so much for the endless support and we hope to receive a favorable response from you.

Very truly yours,

**MARIA REWINA D. ARUGAY**  
Director II