



Republic of the Philippines  
Department of Education-National Capital Region  
Division of City Schools  
**QUEZON CITY**  
Nueva Ecija Street, Bago Bantay, Quezon City  
[www.depedqc.ph](http://www.depedqc.ph)



*Office of the Schools Division Superintendent*

13 September 2012

MEMO TO : Assistant Schools Division Superintendents  
Division and District Supervisors  
Chiefs of Services  
Elementary and Secondary School Principals  
Non-Teaching Personnel

SUBJECT : **REVIEW SESSIONS FOR NON-TEACHING PERSONNEL  
WHO WILL BE TAKING THE CIVIL SERVICE CAREER  
SERVICE PROFESSIONAL AND SUB-PROFESSIONAL  
EXAMINATIONS**

In order to assist its non-teaching personnel who will be taking the Civil Service Career Service Professional and Sub-Professional Examinations on October 21, 2012, this Office will conduct a **three (3) session Review Class** at the Quezon City Science Interactive Center Library from **8:00 AM to 5:00 PM** on the following dates with their respective activities/topics:

September 29, 2012	-	Mock Examination
October 6, 2012	-	English and Mathematics Proficiency
October 13, 2012	-	Mock Examination

There are **fifty (50) slots** available to interested employees who must register at the Division Information and Communication Technology Section, 4<sup>th</sup> Floor, Division Office Building, Nueva Ecija Street, Bago Bantay, Quezon City. Please look for Mr. Gerrie Roderic Padilla, Information Technology Officer I for slot availability and registration.

Last day of registration is on **September 22, 2012**.

For the information and guidance of all concerned.

  
**CORAZON C. RUBIO, CESO VI**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
Quezon City, Metro Manila



**MEMORANDUM TO:**

Asst. Schools Division Superintendents  
Division Supervisors  
Section Chiefs

For the Information and Guidance of all concerned:

In view of the aspiration of the Department of Education to professionalize the services of all its agencies, the DCS-QC will conduct a division wide review to prepare its employees for the Civil Service Career Examination which will be on October 21, 2012.

**Review Schedule:**

September 29, 2012	- MOCK EXAM
October 6, 2012	- ENGLISH & MATHEMATICS PROFICIENCY
October 13, 2012	- MOCK EXAM

Review classes will be conducted at the QCSIC Library. Interested participants should register at ICT Department. Last day of registration is on September 22, 2012. Fifty (50) slots are available for interested employees.

**CORAZON C. RUBIO, CESO VI**  
Schools Division Superintendent