



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

October 6, 2025

DIVISION ORDER

No. 0625, series 2025

DESIGNATION AS TESTING COORDINATOR

To : **DJHOANE C. AGUILAR**
 Education Program Supervisor

1. In the exigency of the service, you are hereby designated as **Testing Coordinator** of SDO Panabo City.
2. As such, you are advised to perform the duties, functions and responsibilities attached to the said designation and render report to the undersigned.
 - Coordinate and oversee the administration of national, division, and school- based examinations.
 - Ensure proper dissemination of testing guidelines, policies, and instructions to all concerned.
 - Supervise test administration to safeguard the reliability and validity of testing processes.
 - Monitor testing personnel and provide technical assistance when necessary.
 - Consolidate and submit test reports and other required documents to the Division Office within prescribed timelines.
 - Maintain the confidentiality and security of all test materials and results.
 - Act as liaison between the Division Testing Office and the school smooth communication and coordination.
3. This order does not carry with it any remuneration nor priority in promotion and shall remain enforced until revoked by the Head Office.
4. Travel expenses incurred during the performance of the attached functions shall be chargeable against local funds, all subject to the usual accounting and auditing rules and regulations.
5. This designation shall take effect on October 6, 2025.
6. For strict compliance.

JANWARIO E. YAMOTA
 Chief ES, CID

Approved:

JINKY B. FIRMAN PhD, CESO VI
 Schools Division Superintendent

RELEASED



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