

MEMORANDUM:

To : OIC Office of the ASDS
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Concerned Elementary School Heads

From : DR. ROMMEL C. BAUTISTA, CESO VI
Schools Division Superintendent

Subject : Submission of Pertinent Papers for Appointment

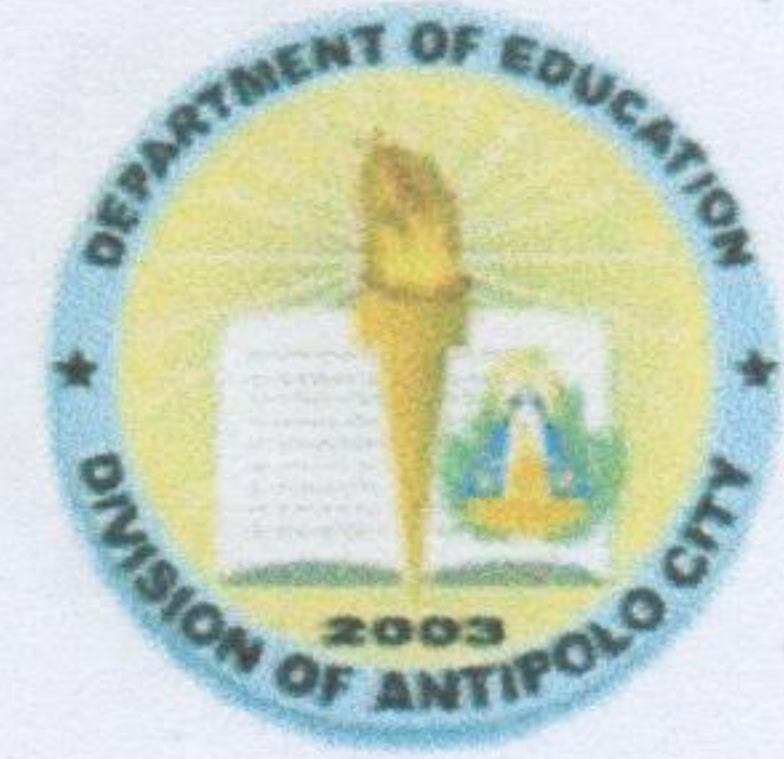
Date : February 3, 2016

Please be informed that the Division Office received the Notice of Organization, Staffing and Compensation Action (NOSCA) for the approved positions of the following Teachers:

Name	Position	School
1. Jenyric A. Perida	Teacher III	Bagong Nayon I Elem. School
2. Ernesto R. Figurasin	Teacher III	Bagong Nayon I Elem. School
3. Priscella B. Masiglat	Teacher II	Bagong Nayon II Elem. School
4. Regina R. Sayse	Teacher II	Bagong Nayon II Elem. School
5. Clarissa C. Delgado	Teacher II	Cupang Elem. School
6. Marieneth E. Alejandro	Teacher III	Knights of Columbus Elem. School
7. Mercelita T. San Gabriel	Teacher II	Lores Elem. School
8. Shella Mae O. Ramos	Teacher II	Lores Elem. School
9. Ma. Katherine C. Friginal	Teacher III	Mambugan Elem. School
10. Ofelia V. Cruzado	Teacher III	Mayamot Elem. School
11. Josela L. Custodio	Teacher III	Mayamot Elem. School
12. Rosalie Z. Espesor	Teacher III	Mayamot Elem. School
13. Floriza M. Mendoza	Teacher III	Mayamot Elem. School
14. Teresita A. Reyes	Teacher III	Mayamot Elem. School
15. Melanie D. Villamor	Teacher III	Mayamot Elem. School
16. Ermeliza C. Villamayor	Teacher II	Nazarene Ville Elem. School
17. Melvin B. Cañotal	Teacher III	Peace Village Elem. School
18. Ma. Beatriz T. Jolongbayan	Teacher II	Peace Village Elem. School
19. Imelda D. Galasinao	Teacher II	Peace Village Elem. School
20. Fe M. Bulauan	Teacher II	Peñafrancia Elem. School
21. Honey Lynne SM. Gutierrez	Teacher II	San Antonio Village Elem. School
22. Evangeline G. Manuel	Teacher III	San Isidro Elem. School
23. Marilou P. Tolentino	Teacher III	San Isidro Elem. School
24. Junio, Josephine M.	Head Teacher I	San Roque NHS



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Division of Antipolo City



In this regard, the abovementioned Teachers are requested to submit the following documents in 4 copies:

1. Form 212
2. Report on the First Day Service
3. Oath of Office
4. PDF
5. Photocopy of their PRC License
6. Photocopy of their latest appointment
7. Photocopy of approved IPCRF

Their first day of service shall be determined upon submission of their **complete documents** to the HR unit **on or before March 1, 2016**

Please be guided accordingly.

UM-102

