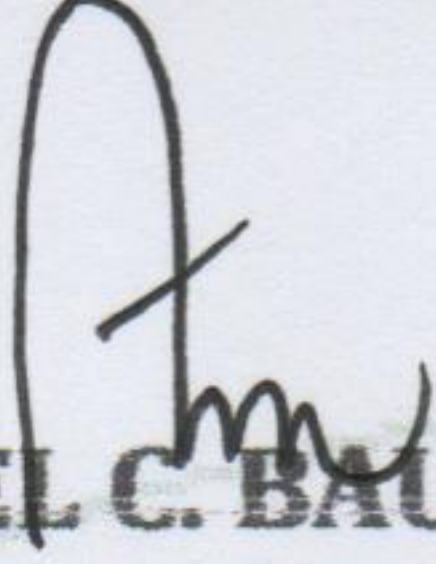


MEMORANDUM:

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

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

Subject : Submission of Pertinent Papers for Appointment (Secondary Level)

Date : January 20, 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. Maria Rowena L. Esguerra	Teacher II	Antipolo NHS
2. Ariel S. Alagao	Teacher II	Antipolo NHS
3. Rochelle F. Berosil	Teacher II	Antipolo NHS
4. Rochelle M. Diesta	Teacher II	Bagong Nayon II NHS
5. Ma. Carlota A. Talogon	Teacher II	Marcelino Santos NHS
6. Tito C. Villaflor Jr.	Teacher II	Mayamot NHS
7. Marilou V. Agudes	Teacher II	Mayamot NHS
8. Ma. Maribel N. Tumaque	Teacher II	San Jose NHS
9. Marisol L. Tagueban	Teacher II	San Jose NHS
10. Ma. Rowena I. Apelo	Teacher II	San Jose NHS
11. Caroline P. Brabante	Teacher III	San Jose NHS
12. Renato B. Pantoja Jr.	Teacher III	San Roque NHS

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

1. Form 33
2. Form 212
3. Report on the First Day Service
4. Oath of Office
5. PDF
6. Photocopy of their PRC License
7. Photocopy of their latest appointment
8. 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 January 25, 2016**

Please be guided accordingly.

UM 030, s. 2016