


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 (Elementary 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. Marianne A. Chicote	Teacher III	Bagong Nayon I Elem. School
2. Chona C. Cabardo	Teacher II	BN II Elem. School
3. Ma. Cristina C. Garcia	Teacher II	BN IV Elem. School
4. Melody P. Billones	Teacher II	BN IV Elem. School
5. Mark B. Gabion	Teacher II	Calawis Elem. School
6. Jinky L. Dalida	Teacher II	Cupang Elem. School
7. Josephine S. Ramilo	Teacher II	Cupang Elem. School
8. Imelda J. Ubando	Teacher II	Cupang Elem. School
9. John Eric B. Calbang	Teacher III	Dela Paz Elem. School
10. Maricel O. Burias	Teacher II	Isaias S. Tapales Elem. School
11. Amor C. Fenequito	Teacher II	Isaias S. Tapales Elem. School
12. Lina R. Quirante	Teacher II	Jesus Cabarrus Elem. School
13. Evangeline S. Buenaventura	Teacher II	Juan Sumulong Elem. School
14. Sherybeth T. Caparas	Teacher III	Juan Sumulong Elem. School
15. Elnora L. Cardijon	Teacher III	Juan Sumulong Elem. School
16. Cristina T. Padunan	Teacher II	Kaila Elementary School
17. Hilda C. Garibay	Teacher II	Kaila Elem. School
18. Kent Irish M. Quesada	Teacher II	Knights of Columbus Elem. School
19. Catherine C. Mira	Teacher II	Knights of Columbus Elem. School
20. Reynalyn R. Battad	Teacher II	Knights of Columbus Elem. School
21. Realyn B. Gealone	Teacher II	Mambugan Elem. School
22. Zenaida A. Ignacio	Teacher III	Mambugan Elem. School
23. Marilyn F. Sto Domingo	Teacher III	Mayamot Elem. School
24. Maribeth P. Avellaneda	Teacher III	Mayamot Elem. School
25. Lorelie C. Bernardino	Teacher III	Mayamot Elem. School
26. Ma. Liza S.J. Lacson	Teacher III	Mayamot Elem. School
27. Evelyn P. Rodriguez	Teacher III	Mayamot Elem. School
28. Charito T. Caronan	Teacher II	Nazarene Ville elem. School
29. Lualhati R. Samonte	Teacher II	Old Boso Boso Elem. School
30. Apolonio A. Llorico, Jr.	Teacher II	Old Boso Boso Elem. School
31. Florife J. Cabangon	Teacher II	Peace Village Elem. School
32. Ma. Reanne Joy S. Lamis	Teacher II	Peace Village Elem. School
33. Raffy L. Muñoz	Teacher II	Peace Village Elem. School
34. Enelyn D. Aguilar	Teacher II	Peace Village Elem. School
35. Venus B. Andaya	Teacher II	Peace Village Elem. School

36. Josabeth E. Villarin	Teacher II	Peace Village Elem. School
37. Rose Ann SJ. Juguera	Teacher II	Peace Village Elem. School
38. Eleonor J. Bollante	Teacher III	Peace Village Elem. School
39. Estella B. Bangayan	Teacher II	Rizza Elem. School
40. Marie Rose F. Muñoz	Teacher II	Sapinit Elem. School
41. Editha E. Santos	Teacher II	San Isidro Elem. School
42. Leonora E. Pabilonia	Teacher III	San Isidro Elem. School
43. Cyrille A. Pascua	Teacher III	San Isidro Elem. School
44. Crisitna R. Banario	Teacher III	San Isidro Elem. School
45. Sheila A. Yanto	Teacher III	San Luis Elem. School
46. Zeychelle R. Santiago	Teacher III	Sumilang Elem. School

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 January 25, 2016**

Please be guided accordingly.

UM 031.6-2014

REPUBLIKA NG PILIPINAS