

MEMORANDUM:

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

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

Subject : Submission of Pertinent Papers for Appointment

Date : January 21, 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. Veronica F. Pagalunan	Teacher II	Antipolo NHS
2. Riza C. Paglinawan	Teacher II	Antipolo NHS
3. Precy T. Oliveros	Teacher III	Antipolo NHS
4. Esperanza L. Mandal	Teacher III	Antipolo NHS
5. Nucleilee T. Mariño	Teacher III	Antipolo NHS
6. Decie F. Garcia	Teacher II	Bagong Nayon II NHS
7. Diana M. Molina	Teacher II	Bagong Nayon II NHS
8. Abigail M. Señido	Teacher III	Bagong Nayon II NHS
9. Gina E. Dizon	Teacher III	Bagong Nayon II NHS
10. Froilan G. Seniodo	Teacher III	Bagong Nayon II NHS
11. Arlene A. Matawaran	Teacher III	Bagong Nayon II NHS
12. Zhona E. Berdan	Teacher II	Mambugan NHS
13. Romel N. Ligutan	Teacher II	Mambugan NHS
14. Analiza N. Tesoro	Teacher II	Mambugan NHS
15. Israel G. Jemenez	Teacher II	Muntindilaw NHS
16. Rogelio C. Ramirez	Teacher II	San Isidro NHS
17. Dulce V. Coronado	Teacher II	San Jose NHS
18. Riza B. Loste	Teacher II	San Jose NHS
19. Vanessa F. Lumacad	Teacher II	San Jose NHS
20. Rubie D. Mendiola	Teacher III	San Jose NHS
21. Myla V. Pangilinan	Teacher III	San Jose NHS
22. Josephine N. Sibal	Teacher III	San Jose NHS
23. Darwin S. Angeles	Teacher III	San Jose NHS
24. Cristine G. Bajo	Teacher III	San Jose 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.

KAGAWALAN NG

EDUKASYON
REPUBLICA NG PILIPINAS