



Republic of the Philippines
Department of Education
Region IV-A CALABARZON



CITY SCHOOLS DIVISION OF ANTIPOLO

MEMORANDUM

TO : Ms. Celina Cezar Antipolo National High School
Dr. Darwin Bargo Antipolo National High School
Ms. Liza Banayo BN II National High School
Ms. Maricel Cruz BN II National High School
Ms. Rachel Abejero Mambugan National High School
Ms. Rosa Tayamora Mambugan National High School

FROM : DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : SUBMISSION OF DOCUMENTS FOR RANKING PURPOSES

DATE : June 1, 2018

Please submit to the Chair of the Personnel Selection Board, Office of the Administrative Services Unit, your pertinent documents for ranking on or before Wednesday, June 6, 2018:

- a. Latest approved appointment
- b. Transcript of Records (TOR)
- c. Performance Rating for the last 3 rating periods
- d. Service Record
- e. Proof of Outstanding Accomplishments (Outstanding Employee Award, Innovations, Research and Development Projects, Publication/Authorship, Consultant/Resource Speakership)
- f. Certificate of Training Attended for the last 3 years not credited in the last promotion.

The evaluation of documents shall follow the provisions and criteria of Deped Order No. 42, s. 2007.

For your compliance.

UM - 230 s. 2018
@fbv-vsa.2018