



**Memorandum**

**To :** OIC - Assistant Schools Division Superintendent  
 OIC - CID, SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 All Elementary and Secondary School Heads  
 All Others Concerned

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

**Subject :** SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

**Date :** August 7, 2018

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:

**Elementary**

No.	Name	Position	School
1.	Novelyn M. Massalang	Teacher III	Dela Paz Elementary School
2.	Mitchel M. Mila	Teacher III	Dela Paz Elementary School
3.	Letecia A. Estoya	Teacher III	Jesus Cabarrus Elementary School
4.	Anselma E. Lopez	Teacher III	Juan Sumulong Elementary School
5.	Theresa N. Orap	Teacher III	Juan Sumulong Elementary School
6.	Marissa D. Mayor	Teacher III	Peñafrancia Elementary School

**Secondary**

No.	Name	Position	School
1.	Auben C. Alfonso	Teacher II	Cupang National High School
2.	Vivian R. Alborde	Teacher II	San Jose National High School
3.	Judy G. Porras	Teacher III	Antipolo National High School



Republic of the Philippines  
Department of Education  
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Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF ANTIPOLO**



5.	Ernesto C. Peñano Jr.	Teacher III	Bagong Nayon II National High School
4.	Kenneth M. Catungal	Teacher III	Bagong Nayon II National High School
6.	Laila M. Andal	Teacher III	San Jose National High School

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

1. Form 33
2. Form 212
3. Assumption to Duty
4. Oath of Office
5. PDF
6. Photocopy of their PRC License
7. Photocopy of their latest appointment
8. Photocopy of approved IPCRF

The complete documents must be submitted to the HR Unit on or before August 17, 2018

Please be guided accordingly.