



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



Memorandum

To : OIC - Assistant Schools Division Superintendent
Chief Education Supervisor - SGOD
OIC Chief Education Supervisor- CID
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 17, 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.	Menzi A. Magno	Teacher II	Dela Paz Elementary School
2.	Jacqueline S. Ramirez	Teacher II	Peace Village Elementary School
3.	Roselyn F. Mari	Teacher II	Peace Village Elementary School
4.	Charito F. Pagaddu	Teacher II	Peace Village Elementary School
5.	Melody T. Maynigo	Teacher II	Peñafrancia Elementary School
6.	Saneta M. Miguel	Teacher II	Peñafrancia Elementary School
7.	Viviet G. Palomares	Teacher II	Peñafrancia Elementary School
8.	Dureza R. Lacandazo	Teacher II	San Isidro Elementary School
9.	Loreza R. Dino	Teacher III	Bagong Nayon II Elementary School
10.	Elaine S. Cabatay	Teacher III	Isaias Tapales Elementary School
11.	Suzet R. Arellano	Teacher III	Juan Sumulong Elementary School
12.	Nannette V. Cabasbas	Teacher III	Juan Sumulong Elementary School
13.	Precy C. Ignacio	Teacher III	Muntindilaw Elementary School
14.	Reynaldo C. Bricia	Teacher III	Nazarene Ville Elementary School
15.	Charito T. Caronan	Teacher III	Nazarene Ville Elementary School
16.	Melvin B. Cañotal	Teacher III	Peace Village Elementary School
17.	Aida D. Caraan	Teacher III	Peñafrancia Elementary School



Secondary

No.	Name	Position	School
1.	Ariel M. Donsal	Teacher II	Bagong Nayon II National High School
2.	Rosemarie B. Encinas	Teacher II	Bagong Nayon II National High School
3.	Maria Fe C. Dela Cruz	Teacher II	Cupang National High School
4.	Gemma L. Mancilla	Teacher II	Mambugan National High School
5.	Lina L. Doctolero	Teacher II	San Roque National High School
6.	Ofelia F. Celajes	Teacher III	Bagong Nayon II National High School
7.	Imelda P. Sta. Cruz	Teacher III	Bagong Nayon II National High School
8.	Anna Liza D. Maco	Teacher III	Cupang National High School
9.	Babylyn M. Desalesa	Teacher III	San Jose National High School
10.	Melanie DS. Divina	Teacher III	San Roque National High School
11.	Rhvin T. Santiago	Teacher III	San Roque National High School

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

1. Appointment Processing Checklist **(1 copy)**
2. Form 33-A Revised 2017 **(4 copies)**
3. Personal Data Sheet **(3 copies)**
4. Oath of Office **(4 copies)**
5. Position Description Form **(4 copies)**
6. Certification of Assumption to Duty **(4 copies)**
7. PRC ID **(2 photocopies of authenticated photocopy with dry seal from PRC)**
8. Latest appointment **(1 copy)**
9. IPCRF **(Latest Individual Performance Commitment Review Form)**

The complete documents must be submitted to the HR Unit on or before August 31, 2018

Please be guided accordingly.