



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 : September 10, 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.	Eddie V. Batara	Teacher II	Bagong Nayon I Elementary School
2.	Lino A. Mila	Teacher II	Mambugan II Elementary School
3.	Lea C. Reyes	Teacher II	Rizza Elementary School
4.	Alice E. Tangdol	Teacher II	Rizza Elementary School
5.	Ruth C. Sta. Ana	Teacher III	Bagong Nayon I Elementary School
6.	Renita F. Molina	Teacher III	Binayoyo Elementary School
7.	Maria Cecilia T. Layugan	Teacher III	Inuman Elementary School
8.	Rose Ann SJ. Jugueta	Teacher III	Peace Village Elementary School
9.	Josabeth E. Villarín	Teacher III	Peace Village Elementary School
10.	Leonil S. Santiago	Teacher III	Peace Village Elementary School
11.	Ellen C. Ancero	Teacher III	Sumilang Elementary School
12.	Ma. Cleofe V. Rosario	Teacher III	Sumilang Elementary 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)



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CITY SCHOOLS DIVISION OF ANTIPOLO



- 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 September 28, 2018

Please be guided accordingly.

UM - 413, s. 2018

MEMORANDUM

SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

DATE

September 10, 2018

Please be informed that the Division Office received the Request of Deposition, Staffing and Compensation Action (DORSCA) for the approval positions of the following Teachers:

Elementary

No.	Name	Position	School
1.	Eddie V. Garcia	Teacher II	Hoping Nayan I Elementary School
2.	Eric A. Miao	Teacher II	Mandingan II Elementary School
3.	Dea Calayan	Teacher II	Kabas Elementary School
4.	Ann E. Tandang	Teacher II	Kabas Elementary School
5.	Ruth Cecilia Jose	Teacher II	Hoping Nayan I Elementary School
6.	Bernita P. Polina	Teacher II	Banawa Elementary School
7.	Maria Gerina T. Luyaga	Teacher II	Kabas Elementary School
8.	Donna Mae G. Lopez	Teacher II	Peace Village Elementary School
9.	Imelda T. Flores	Teacher II	Peace Village Elementary School
10.	Janet M. Lopez	Teacher II	Peace Village Elementary School
11.	Janet M. Lopez	Teacher II	Peace Village Elementary School
12.	Janet M. Lopez	Teacher II	Peace Village Elementary School