



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 :** October 18, 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.	Sarmiento, Lilian N.	Teacher II	Bagong Nayon II Elementary School
2.	Bautista, Kenneth Paula S.	Teacher II	Bagong Nayon II Elementary School
3.	Arnaiz, Rodien Dunhill C.	Teacher II	Cabading Elementary School
4.	Mangupag, Ritchanne P.	Teacher II	Kaila Elementary School
5.	Sanidad, Vilma B.	Teacher II	Kaila Elementary School
6.	Romaraog, Merelle Joy F.	Teacher II	Peñafrancia Elementary School
7.	Araneta, Andrea S.	Teacher III	Bagong Nayon I Elementary School
8.	Belmonte, Virginia DV.	Teacher III	Bagong Nayon I Elementary School
9.	Cabrezos, Gladys DC.	Teacher III	Bagong Nayon I Elementary School
10.	San Miguel, Marieta S.	Teacher III	Bagong Nayon I Elementary School
11.	Caragay, Nida B.	Teacher III	Bagong Nayon I Elementary School
12.	Tabao, George C.	Teacher III	Kaysakat Elementary School



## Secondary


No.	Name	Position	School
1.	Rañada, Marvin Jr. P.	Teacher II	Antipolo National High School
2.	Catungal, Michelle C.	Teacher III	Bagong Nayon II National High School
3.	Cipriano, Josephine D.	Teacher III	Bagong Nayon II National High School
4.	Mangana, Glen R.	Teacher III	Bagong Nayon II National High School
5.	Tagle, Mary Jane P.	Teacher III	Cupang National High School
6.	Dimaano, Maria Teresa A.	Teacher III	Mayamot National High School
7.	Lico, Aaron James D.	Teacher III	Mayamot National High School
8.	Arnesto, Elisa F.	Teacher III	San Isidro National High School
9.	Palisoc, Glacel May C.	Teacher III	San Isidro National High School
10.	Rico, John Albert A.	Teacher III	San Isidro National High School
11.	Villamor, Noreen A.	Teacher III	San Isidro National High School
12.	De Lara, Dodee R.	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 **October 23, 2018**

Please be guided accordingly.

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