



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 24, 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:

Secondary

No.	Name	Position	School
1.	Ebale, Lesiel Ann M.	Teacher II	Antipolo National High School
2.	Sacdadey, Anthony N.	Teacher II	Antipolo National High School
3.	Igmen, Irine D.	Teacher II	Bagong Nayon II National High School
4.	Villanueva, Nerissa G.	Teacher II	Cupang National High School
5.	Uy, Rosalie S.	Teacher II	Mambugan National High School
6.	Cahiga, Mark Louie V.	Teacher II	Mayamot National High School
7.	Cahiga, Jenny Chiel M.	Teacher II	Mayamot National High School
8.	Delgado, Edgar R.	Teacher II	Mayamot National High School
9.	Segovia, Renea H.	Teacher II	San Jose National High School
10.	Manas, Juliet T.	Teacher III	Bagong Nayon II National High School
11.	Toledo, Flordelyn L.	Teacher III	Bagong Nayon II National High School
12.	Tan, Evangeline P.	Teacher III	Dela Paz National High School
13.	Santos, Jessie Mazeen A.	Teacher III	Dela Paz National High School



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14.	Monterozo, Mary Jane G.	Teacher III	Dela Paz National High School
15.	Torres, Jhun Mar C.	Teacher III	Maximo L. Gatlabayan National High School
16.	Cruz, Prince Joser E.	Teacher III	Mayamot National High School
17.	Mani, Messiah Gee Q.	Teacher III	Mayamot National High School
18.	Reyes, Leilani M.	Teacher III	San Jose 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 29, 2018**

Please be guided accordingly.

UM 5/4s. 2018
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