



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 Secondary School Heads
All Others Concerned

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

Subject : SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

Date : October 25, 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.	Arcaya, Lydia D.	Head Teacher I	Antipolo National High School
2.	Marquez, Consolacion P.	Head Teacher I	Antipolo National High School
3.	Malco, Rosalie R.	Head Teacher I	Antipolo National High School
4.	Atayde, Melba R.	Head Teacher I	Cupang National High School
5.	Marzan, Ursula S.	Head Teacher I	Cupang National High School
6.	Perez, Donalie D.	Head Teacher I	Cupang National High School
7.	Javonillo, Maribel C.	Head Teacher I	Mambugan National High School
8.	Mixto, Marvilyn B.	Head Teacher I	Mambugan National High School
9.	Velasco, Margaret B.	Head Teacher I	Mambugan National High School
10.	Martinez, Nenita A.	Head Teacher I	Maximo LGM National High School
11.	Olila, Rhea C.	Head Teacher I	Maximo LGM National High School
12.	Apelo, Ma. Rowena I.	Head Teacher I	San Jose National High School



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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 31, 2018**

Please be guided accordingly.

UM - 521 s. 2018
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