



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 29, 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.	Gulfo, Jesus P.	Teacher II	Cupang Elementary School
2.	Flores, Leotessah D.	Teacher II	Juan Sumulong Elementary School
3.	Talavera, Glory P.	Teacher II	Juan Sumulong Elementary School
4.	Rivera, Ronnie V.	Teacher II	Kaila Elementary School
5.	Arevalo, Maria Michelle L.	Teacher II	Libis Elementary School
6.	De Rosas, Marites D.	Teacher II	Lores Elementary School
7.	Galupo, Juvy F.	Teacher II	Peñafrancia Elementary School
8.	Aramburo, Maria Liza E.	Teacher II	San Luis Elementary School
9.	Bobadilla, Cheryl A.	Teacher II	San Luis Elementary School
10.	Cabos, Aileen B.	Teacher II	San Luis Elementary School
11.	Pagara, Mylene O.	Teacher II	Sapinit Elementary School
12.	Tañala, Cherry I.	Teacher II	San Antonio Village Elementary School
13.	Catindig, Donnalyn B.	Teacher III	Bagong Nayon I Elementary School
14.	Maximo, Grace B.	Teacher III	Bagong Nayon II Elementary School



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15.	Prado, Maribel A.	Teacher III	Bagong Nayon II Elementary School
16.	Asi, Jennifer P.	Teacher III	Dalig Elementary School
17.	Batalon, Richard L.	Teacher III	Pantay Elementary School
18.	Bernal, Lucita V.	Teacher III	Tanza Elementary School

### Secondary

No.	Name	Position	School
1.	Gabuay, Lucila	Teacher II	Antipolo National High School
2.	Gebilaguin, Maricel L.	Teacher III	Bagong Nayon II National High School
3.	Jocson, Jayson S.	Teacher III	Cupang National High School
4.	Sagloria, Lucita C.	Teacher III	Cupang National High School
5.	Talagon, Ma. Carlota A.	Teacher III	Marcelino M. Santos National High School
6.	Obevir, Charry R.	Teacher III	San Isidro 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 31, 2018**

Please be guided accordingly.

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