



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 Heads
All Others Concerned

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

Subject : SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

Date : October 31, 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.	Seguro, Marlon R.	Teacher II	Kaila Elemantary School
2.	Rupac, Grachelle B.	Teacher II	Peace Village Elementary School
3.	Vidal, Richard Emmanuel E.	Teacher II	Peñafrancia Elementary School
4.	Añain, Ritchelle M.	Teacher II	Sumilang Elementary School
5.	Francisco, Norilyn C.	Teacher II	Sumilang Elementary School
6.	Alforte, Salvacion P.	Teacher III	Peace Village 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)



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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 **November 7, 2018**

Please be guided accordingly.

UM - 534 s. 2018
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