MEMORANDUM

To : OIC – Assistant Schools Division Superintendent
    Chief Education Supervisor - SGOD
    OIC Chief Education Supervisor– CID
    Education Program Supervisors
    Public Schools District Supervisors
    All Concerned Secondary School Heads
    All Others Concerned

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

Subject : SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

Date : March 19, 2019

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Position</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yusay, Romeo S.</td>
<td>HTIV</td>
<td>Antipolo National High School</td>
</tr>
<tr>
<td>2</td>
<td>Dulfo, Rufina L.</td>
<td>HTII</td>
<td>Antipolo National High School</td>
</tr>
<tr>
<td>3</td>
<td>Banares, Mara Angeli V.</td>
<td>HI</td>
<td>Antipolo National High School</td>
</tr>
<tr>
<td>4</td>
<td>Corsino, Divina C.</td>
<td>HTI</td>
<td>Bagong Nayon II National High School</td>
</tr>
<tr>
<td>5</td>
<td>Ergina, Jasmin H.</td>
<td>HTI</td>
<td>Bagong Nayon II National High School</td>
</tr>
<tr>
<td>6</td>
<td>Pantoja, Renato B. Jr.</td>
<td>HTI</td>
<td>San Roque National High School</td>
</tr>
<tr>
<td>7</td>
<td>Ligutan, Romel M.</td>
<td>HTI</td>
<td>Mambungan National High School</td>
</tr>
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<td>8</td>
<td>Caadan, Febie O.</td>
<td>HTI</td>
<td>Mambungan National High School</td>
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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 March 22, 2019.

Please be guided accordingly.