



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

August 16, 2023

DIVISION MEMORANDUM

No. 272, s, 2023

NOTICE FOR APPOINTMENT

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Elementary and Secondary Heads
All Other Concerned

1. As a result of the assessment/deliberation conducted August 15, 2023, the following applicants/appointees are hereby advised to report in this Office on August 25, 2023 for those transferring from other agency and September 1, 2023 for new entrants to government service as well as those for promotion.

NAME	ASSIGNMENT	POSITION
Alwyn Maribel F. Delos Santos	Sabtang National School of Fisheries	Head Teacher III
Ellen F. Galarosa	Batanes National Science HS	Head Teacher I
Nehemias G. Balmartino	SDO Batanes	School Principal I (Elementary)
Jeriche Mel E. Garrido	Office of the SDS	Administrative Assistant III
Kristine Gay E. Gordo	Raele Integrated School	Administrative Assistant II (Disbursing Officer II)
Mariline G. Roniño	Office of the SDS	Administrative Aide VI (Clerk III)
Marie Gail Gonzales	Itbayat National Agricultural HS	Administrative Aide IV (Clerk II)
Lorraine Esperanza	Sabtang National School of Fisheries	Administrative Aide III (Clerk I)



Address: Basco, Batanes, 3900
Contact No.: 09996027630; 09163509382
Email Address: batanes@deped.gov.ph
Facebook: [facebook.com/deped.batanes](https://www.facebook.com/deped.batanes)



Doc Code:	FM-ORD-005	Rev:	00
As of:	Jul 2, 2018	Page:	1

2. The following are the documents needed for appointment to be submitted on or before August 25, 2023:

For Original Appointment/New Entrant:

- a. NBI Clearance /Prosecutor's Clearance
- b. CS Form 211 Revised 2018 (Medical Certificate with attached clinical results and Drug Test)
- c. Barangay, municipal, and police clearance
- d. Transcript of Records / Certification of units earned
- e. Statement of Assets, Liabilities, and Networth
- f. RPSU Form (with attached Government issued IDs and LBP-ATM Card)
- g. BIR Form 2305
- h. Birth certificate and marriage certificate, if applicable
- i. CSC Form 212 Revised 2017 (Personal Data Sheet and Work Experience Sheet), *3 copies*
- j. PRC **Authenticated** License, *2 copies (If applicable)*
- k. PRC/CSC **Authenticated** Board Rating, *2 copies*
- l. Copy of latest appointment, if any
- m. Copy of latest performance rating, if any
- n. 2 long folders (Ordinary)

For promotion:

- a. CSC Form 212 Revised 2017 (Personal Data Sheet and Work Experience Sheet), *3 copies*
- b. PRC Authenticated License, *2 copies*
- c. PRC/CSC Authenticated Board Rating, *2 copies*
- d. Copy of latest appointment
- e. Copy of latest performance
- f. 2 long folders (Ordinary)

Add'l. if promotion with transfer:

- g. Service Record
- h. Certification of Earned Leaves
- i. Certificate of Last Payment (with loan durations and other deductions)
- j. CSC form 7 (Clearance Form)
- k. School/Office clearance
- l. BIR form 2316 (Withholding Tax)
- m. Transfer Order/Certification of last day of service

3. Abovementioned documents shall be submitted to the Schools Division Office, Human Resources Management Unit.



Address: Basco, Batanes, 3900
Contact No.: 09996027630; 09163509382
Email Address: batanes@deped.gov.ph
Facebook: facebook.com/deped.batanes


MATATAG
Bansang Makabata Batang Makabansa

Doc Code:	FM-ORD-005	Rev:	00
As of:	Jul 2, 2018	Page:	2

4. For inquiries, please contact Mrs. Esperanza B. Ereful at 09399243386.
5. For immediate information and guidance.

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

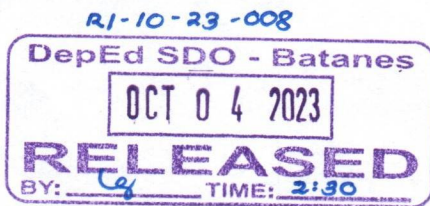
For the SDS:


GEORGANN G. CARIASO
Assistant Schools Division Superintendent
Officer In-Charge

Encl: None
Reference:

To be indicated in the Perpetual Index
Under the following subjects
APPOINTMENT

PSB/abqj/ebe



Address: Basco, Batanes, 3900
Contact No.: 09996027630; 09163509382
Email Address: batanes@deped.gov.ph
Facebook: [facebook.com/deped.batanes](https://www.facebook.com/deped.batanes)

MATATAG
Bansang Makabata Batang Makabansa

Doc Code:	FM-ORD-005	Rev:	00
As of:	Jul 2, 2018	Page:	3