



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

March 24, 2025

DIVISION MEMORANDUM

No. 088, s, 2025

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 various assessment conducted last March 21, 2025, the following applicants/appointees are hereby advised to report in this Office on **March 26, 2025**.

NAME	ASSIGNMENT	POSITION
Raisa V. Beronque	OSDS – Personnel Unit	Administrative Officer II (Human Resource Officer I)
Justine Joy Batiforra	Batanes National Science High School	Administrative Aide III (Clerk I)

2. The following are the required documents for appointment to be submitted on or before **March 25, 2025**:

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 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*



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- j. PRC Authenticated License, 2 copies (If applicable)
- k. PRC/CSC Authenticated Board Rating, 2 copies
- l. 2 long ordinary folders

For Promotion

- a. CSC Form 212 Revised 2017 (Personal Data Sheet and Work Experience Sheet), 3 copies
 - b. PRC Authenticated License, 2 copies (If any)
 - c. PRC/CSC Authenticated Board Rating, 2 copies
 - d. Copy of latest appointment
 - e. Copy of latest performance rating
 - f. 1 long ordinary folder
3. Abovementioned documents shall be submitted to the Schools Division Office, Human Resources Management Unit.
4. For inquiries, please contact Mrs. Esperanza B. Ereful at 09399243386.
5. For immediate information and guidance.

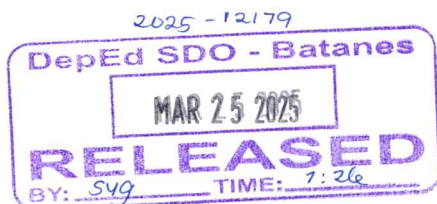

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

Encl: None

Reference:

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

OSDS/abgj/ebe



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