



August 16, 2017

**DIVISION MEMORANDUM**  
 No. 406 S. 2017

**SUBMISSION OF DOCUMENTS FOR APPOINTMENT FOR  
 TEACHER II AND TEACHER III POSITIONS**

To: **Jamaica Scarlet T. Nabong (T-III, Claveria)**  
**Jessica C. Enterina (T-III, Claveria)**  
**Ruth B. Pabular (T-III, Talisayan)**  
**Villa Donna S. Melgar (T-III, Tagoloan)**  
**Nenita A. Bautista (T-III, Tagoloan)**  
**Ma. Soc Edelyn B. Bonilla (T-II, Tagoloan)**  
**Lowell Q. Ibarat (T-II, Manticao)**  
**Prescilla Mae D. Bagolbol (T-II, Salay)**  
**Public Schools District Supervisors/ In Charge**  
**Elementary School Heads**

1. This Office announces your appointments for Teacher II and Teacher III positions, respectively. With this, you are requested to submit the following documents on **Friday, August 25, 2017**:

Requirements for Promotion (Elementary, Junior High School and Senior High School)	
USE LONG BROWN FOLDER	
DIVISION COPY (fastened at top front the folder - atubangan) (With Tabbing & Table of Contents)	CSC COPY (fastened inside right the folder) (Without Tabbing & Table of Contents)
a. 2 copies of ORIGINAL and NOTARIZED HANDWRITTEN/COMPUTERIZED Personal Data Sheet(PDS)	a. 2 copies of ORIGINAL and NOTARIZED HANDWRITTEN/COMPUTERIZED Personal Data Sheet(PDS)
with latest passport size picture and attached WORK EXPERIENCE SHEET	with latest passport size picture and attached WORK EXPERIENCE SHEET
b. 1 Copy ORIGINAL HANDWRITTEN Position Description Form (Copy duties and responsibilities from RPMS)	2 Copies ORIGINAL HANDWRITTEN Position Description Form (Copy duties and responsibilities from RPMS)
c. 1 Copy Transcript of Records	2 Copies Transcript of Records
d. 1 Copy PRC License	2 Copies PRC License
e. 1 Copy PRC Report of Rating	2 Copies PRC Report of Rating
f. 1 Copy Certificate of Good Standing (for expired license)	2 Copies Certificate of Good Standing ((for expired license)
g. 1 Copy Updated Service Record	2 Copies Updated Service Record
h. 1 Copy Latest Appointment	2 Copies Latest Appointment
i. 1 Copy Latest 3 rating periods (3 years) of PAST / IPCRF	2 Copies Latest 3 rating periods (3 years) of PAST / IPCRF
Note: 1. Please comply all requirements in <b>ONE FOLDER ONLY</b> before submission.	
2. Tabbing according to the table of contents (a-i), shall be at the bottom of the documents.	
3. All photocopied documents must be authenticated/certified by the principal or school head.	

2. For your immediate compliance.

**CHERRY MAE L. LIMBACO, Ph. D., CESO V**  
 Schools Division Superintendent

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