



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

September 12, 2024

**DIVISION MEMORANDUM**

No. 244, s, 2024

**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 September 10 and 11, 2024, the following applicants/appointees are hereby advised to report in this Office on **October 1, 2024**.

NAME	ASSIGNMENT	POSITION
Schneider Elinore D. Acebes	School Governance & Operations Division	Project Development Officer I
Eden C. Quibal	Diptan Elementary School	Administrative Assistant II (Disbursing Officer II)
Roda Sofia N. Maala	Batanes National Science High School	Administrative Assistant II
Hazel M. Velayo	Basco Central School	Master Teacher I
John Paul C. Apostol	Batanes National Science HS	Master Teacher II
Edita A. De Guzman	Itbayat Central School	Master Teacher I

2. The following are the required documents for appointment to be submitted on or before **September 23, 2024**:

**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*
- 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

**Additional requirements for promotion with transfer**

- g. Service Record
- h. Certification of Earned Leaves
- i. Certificate of Last Payment (with loan durations and other deductions)
- j. School/Office clearance/clearance from previous employer
- k. BIR form 2316 (Withholding Tax)
- l. Transcript of Records /Certification of units earned
- m. Statement of Assets, Liabilities, and Networth
- n. RPSU Form (with attached Government issued IDs and ATM Card)

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.

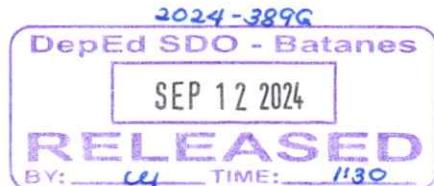
*OK*  
**ALFREDO B. GUMARU JR. EdD, CESO V**  
 Schools Division Superintendent

Encl: None

Reference:

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

OSDS/abgj/ebe



Address: Basco, Batanes, 3900  
 Contact No.: 09687467949, 09539704860  
 Email Address: [batanes@deped.gov.ph](mailto:batanes@deped.gov.ph)  
 Facebook: [facebook.com/deped.batanes](https://facebook.com/deped.batanes)  
 Website: <https://depedbatanes.ph>

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