



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

June 18, 2025

**DIVISION MEMORANDUM**

No. 161, 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 June 13 and 17, 2025, the following applicants/appointees are hereby advised to report in this office for orientation as to the preparation and submission of documents for appointment, at the Personnel Unit on **June 24, 2025**, 8:00 o'clock in the morning.

NAME	ASSIGNMENT	POSITION
Jamie V. Garcia	Schools Division Office – SGOD Health Unit	Technical Assistant I - COS
Khrisha Genuary B. Cantor	Schools Division Office – SGOD Health Unit	Administrative Support Staff - COS
Rhea G. Catubag	Itbayat National Agricultural HS	Administrative Officer II (AOI)
Derlie Mae P. Villa	Yawran Barrio School	Administrative Officer II (AOI)
Amie Rose V. Carba	Ivana National HS	Administrative Officer II (AOI)
Alma C. Alcantara	San Vicente Elementary School	Administrative Officer II (AOI)
Maphe G. Poncio	Mahatao Central School	Administrative Officer II (AOI)
Jose Hector F. Trillana	Mahatao National HS	Administrative Officer II (AOI)
Ghlynies B. Hortiz	Batanes Gen. Comprehensive HS	Administrative Officer II (AOI)
Ulyssis A. Daquiano Jr.	Uyugan Elementary School	Administrative Officer II (AOI)



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Keneen B. Duya	Chavayan Elementary School	Administrative Officer II (AOI)
Marie Joyce E. Fainza	Sabtang National School of Fisheries	Administrative Officer II (AOI)
Catrina C. Cariz	Nakanmuan Elementary School	Administrative Officer II (AOI)
Necita Jucelyn V. Ramos	Tukon Elementary School	Administrative Officer II (AOI)
Beverly Ann S. Alarcado	Batanes National Science HS	Administrative Officer II (AOI)
Monica D. Gavilan	Office of the SDS - Budget	Administrative Assistant III
Jay Ardie A. Fadriga	Ivana Elementary School	Administrative Assistant III
Hazelyn L. Escalona	Schools Division Office, SGOD, Health Unit	Dentist II

2. The following are the required documents for appointment to be submitted on or before **June 23, 2025**:

**For Original Appointment/New Entrant**

- NBI Clearance /Prosecutor's Clearance
- CS Form 211 Revised 2018 (Medical Certificate with attached clinical results and Drug Test)
- Barangay, municipal, and police clearance
- Transcript of Records /Certification of units earned
- Statement of Assets, Liabilities, and Networth
- RPSU Form (with attached Government issued IDs and LBP ATM Card)
- BIR Form 2305
- Birth certificate and marriage certificate, if applicable
- CSC Form 212 Revised 2017 (Personal Data Sheet and Work Experience Sheet), *3 copies*
- PRC Authenticated License, *2 copies (If applicable)*
- PRC/CSC Authenticated Board Rating, *2 copies*
- 2 long ordinary folders

**For Promotion**

- CSC Form 212 Revised 2017 (Personal Data Sheet and Work Experience Sheet), *3 copies*
- PRC Authenticated License, *2 copies (If any)*
- PRC/CSC Authenticated Board Rating, *2 copies*
- Copy of latest appointment
- Copy of latest performance rating
- 1 long ordinary folder

**Additional requirements for promotion with transfer**

- Service Record
- Certification of Earned Leaves
- Certificate of Last Payment (with loan durations and other deductions)
- 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.

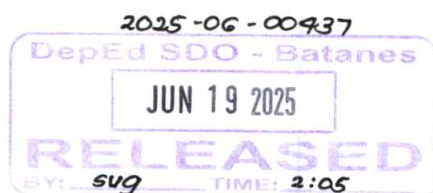
  
**ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent

Encl: None

Reference:

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

OSDS/abgj/ebe



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