



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

October 27, 2025

DIVISION MEMORANDUM

No. **305**, 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 assessments conducted last October 22 and 23, 2025, the following applicants/appointees are hereby advised to report in this Office on **November 6, 2025.**

NAME	ASSIGNMENT	POSITION
Dinah C. Nico	Mahatao National High School	Head Teacher III
Atty. Princess Samantha A. Sarceda	Office of the SDS - Legal Unit	Attorney III
Charles Luthian E. Bala	Office of the SDS - Procurement	Administrative Officer IV (AOII- Procurement)
Shirly L. Gutierrez	Office of the SDS - Procurement	Administrative Officer II
Charry V. Manzo	Raele Integrated School	Administrative Assistant II (Disbursing Officer II)
Teresita B. Alavado	Sabtang National School of Fisheries	Administrative Aide III (Clerk I)
Zoren A. Abaño	Sabtang National School of Fisheries	Administrative Aide VI (Clerk III)
Beverly P. Colobong	Basco Central School	Administrative Assistant III (Senior Bookkeeper)



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

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Mariline G. Roniño	Elementary item - Detailed to the Office of the ASDS	Administrative Assistant III (Senior Bookkeeper)
Rosevale V. Batallones	Office of the SDS - Records unit	Administrative Aide VI (Clerk III)
Alexis Keannu G. Cariaso	Office of the SDS - Supply Unit	Administrative Aide VI (Clerk III)
Keith Claudine F. Maduro	Batanes National Science High School	Administrative Aide IV (Clerk II)
Michelle V. Calderon	Mahatao National High School	Administrative Aide III (Clerk I)
Syra B. Abbas	Office of the SDS - Legal unit	Legal Assistant I

2. The following are the required documents for appointment to be submitted on or before **November 3, 2025**:

For Original Appointment/New Entrant

- NBI Clearance /Prosecutor's Clearance
- CS Form 211 Revised 2025 (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 ATM Card)
- BIR Form 2305
- Birth certificate and marriage certificate, if applicable
- CSC Form 212 Revised 2025 (Personal Data Sheet and Work Experience Sheet), *3 copies*
- PRC Authenticated License (LERIS/CSEVS), *2 copies (If applicable)*
- PRC/CSC Authenticated Board Rating, *2 copies*
- 2 long ordinary folders

For Promotion

- CSC Form 212 Revised 2025 (Personal Data Sheet and Work Experience Sheet), *3 copies*
- PRC Authenticated License (LERIS/CSEVS) , *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
- BIR form 2316 (Withholding Tax)
- Transcript of Records /Certification of units earned
- Statement of Assets, Liabilities, and Networth
- RPSU Form (with attached Government issued IDs and ATM Card)



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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.

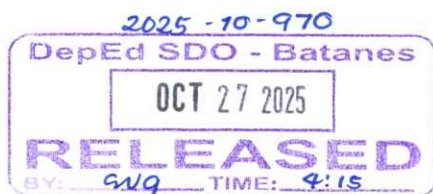

DANTE J. MARCELO PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Encl: None

Reference:

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

OSDS/djm/ebe



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