



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

June 8, 2023

**DIVISION MEMORANDUM**

No. 166 s, 2023

**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, the following applicants/appointees are hereby advised to report in this Office on June 16, 2023.

NAME	ASSIGNMENT	POSITION
Dennis B. Valdez	SDO-CID	Education Program Supervisor -TLE
Ma. Edna V. Nobleza	Batanes National Science High School	Adm. Aide IV
Byron C. Ramos	Sabtang Nat'l. School of Fisheries	Administrative Officer IV

2. The following are the documents for appointment to be submitted on or before June 16, 2023:

**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 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



Address: Basco, Batanes, 3900  
Contact No.: 09996027630; 09163509382  
Email Address: [batanes@deped.gov.ph](mailto:batanes@deped.gov.ph)  
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**MATATAG**

Bansang Makabata Batang Makabansa

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- j. PRC Authenticated License, 2 copies (If applicable)
- k. PRC/CSC Authenticated Board Rating, 2 copies
- l. Copy of latest appointment
- m. Copy of latest performance rating

**For transferees and Promotion**

- a. Service Record
  - b. Certification of Earned Leaves
  - c. Certificate of Last Payment (with loan durations and other deductions)
  - d. School/Office clearance
  - e. BIR form 2316 (Withholding Tax)
  - f. CSC Form 212 Revised 2017 (Personal Data Sheet and Work Experience Sheet), 3 copies
  - g. PRC Authenticated License, 2 copies
  - h. PRC/CSC Authenticated Board Rating, 2 copies
  - i. Copy of latest appointment
  - j. Copy of latest performance
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

AI-06-23-041



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