



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

June 13, 2023

**DIVISION MEMORANDUM**

No. 189 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 assessment/deliberation conducted June 9, 2023, the following applicants/appointees are hereby advised to report in this Office on the stated date of appointment:

NAME	ASSIGNMENT		POSITION	DATE OF APPOINTMENT
	FROM	TO		
Oliver V. Ballesteros	SDO Isabela	SDO Batanes	School Principal I	July 17, 2023
Leilani D. Ugali	Valugan Integrated School	Basco Central School	School Principal II	June 16, 2023

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

**For Promotion (With transfer within Division):**

- School/Office clearance
- CSC Form 212 Revised 2017 (Personal Data Sheet and Work Experience Sheet), *2 copies*
- PRC Authenticated License, *2 copies*
- PRC/CSC Authenticated Board Rating, *2 copies*
- Copy of latest appointment
- Copy of latest performance rating
- Transcript of Record/Certification of units (for 201 file updating)
- Long folder



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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**Additional requirements (For transfer from outside the division)**

- a. Service Record
  - b. Certification of Earned Leaves
  - c. Copy of Service Leave Record/Card
  - d. Certificate of Last Payment (with loan durations and other deductions)
  - e. School/Office/Division clearance
  - f. BIR form 2316 (Tax Withheld)
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 Superintend

For the SDS:

  
**GEORGANN G. CARIASO**  
Assistant Schools Division Superintendent  
Officer In-Charge

Encl: None  
Reference:

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

PSB/ggc/ebe



Address: Basco, Batanes, 3900  
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