



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

July 10, 2023

**DIVISION MEMORANDUM**

No. **200**s, 2023

**NOTICE FOR APPOINTMENT**

TO: Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Elementary and Secondary Heads  
 All Other Concerned

- As a result of the various assessment/deliberation conducted July 3, 4 and 7, 2023, the following applicants/appointees are hereby advised to report in this Office on July 17, 2023.

NAME	ASSIGNMENT	POSITION
Ermelyn S. Castillo	SDO – Curriculum and Implementation Division	Education Program Specialist II - ALS
Kym Clyde H. Moro	SDO – School Governance & Operations Division	Education Program Specialist II - HRD
Evelyn M. Tagulao	SDO Batanes	School Principal I
Arlene R. Castillo	SDO Batanes	School Principal I
Silvano C. Rico	Itbayat National Agricultural HS	Security Guard I
Catrina C. Cariz	Sabtang National School of Fisheries	Administrative Assistant II (Disbursing Officer II)
Romeo G. Galolo	Batanes National Science HS	Administrative Aide III (Clerk I)
Edna L. Gutierrez	Itbayat National Agricultural HS	Administrative Assistant II
Keveen C. Duya	Sabtang National School of Fisheries	Administrative Officer I (Supply Officer I)
Maphe G. Poncio	SDO – Office of the SDS	Administrative Assistant III (Senior Bookkeeper)
Lyla Salengua	Raele Integrated School	Administrative Assistant III (Senior Bookkeeper)



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**MATATAG**  
 Bansang Makabata Batang Makabansa

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2. The following are the documents needed for appointment to be submitted on or before July 14, 2023:

**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 LBP-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. Copy of latest appointment
- m. Copy of latest performance rating
- n. 2 long folders (Ordinary)

**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

2. Abovementioned documents shall be submitted to the Schools Division Office, Human Resources Management Unit.
3. For inquiries, please contact Mrs. Esperanza B. Ereful at 09399243386.
4. For immediate information and guidance.



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



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Encl: None  
Reference:

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

*PSB/ggc/ebe*



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