

DIVISION MEMORANDUMNo. 094, s. 2019

TO: PSDS/SDIC/ IPED PROVISIONAL TEACHERS
This Division

FROM: MARILOU B. DEDUMO, Ph.D., CESO V
Schools Division Superintendent

SUBJECT: RENEWAL OF APPOINTMENT**DATE: February 22, 2019**

As per record, the following provisional appointments of IPED teachers will end on March 2019. With this, they are hereby advised to prepare the documentary requirements, if they wish to be reappointed/re-employed at DepEd–Surigao del Sur.

No.	Name	Current Station	Status as per ATAF
1	Jenelyn A. Saludar	Tabinas Indigenous ES	Provisional
2	Jeneva F. Eguia	Hayon ESLT	Provisional
3	Maricel C. Vocales	Kamam-onan ESLT	Provisional
5	Richelda P. Aclao	Menong ESLT- San Miguel 3	Provisional
6	Sarah M. Balili	Aknitan ESLT- San Miguel 3	Provisional
7	Marites M. Flores	Tabon-Tabon ESLT	Provisional
8	Jeffrey A. Macuray	Liangabaon ESLT	Provisional
9	Marlon A. Montenegro	Tubakon ESLT	Provisional
10	Wendel A. Nufuar	Bato ESLT	Provisional
11	Mary-Ann D. Pelegro	Bacacaan ESLT	Provisional
12	Aurita M. Bachicha	Pakwan ES	Provisional

As such, they have to submit the following documents in the order of the enumerated requirements on or before march 2, 2019 for the perusal of the Division HRMPSB and for possible issuance of their **Memorandum Order** as pre-requisite to the granting of a re-appointment/re-employment, to wit:

CSC Form No. 33 – A (Revised 2017) – Division Office

- A. Advice Order
- B. Oath of Office (Revised 2018)
- C. Assumption to Duty (Revised 2018)
- D. Form 212 PDS (Revised 2017)
- E. Form 212 – Work Experience Sheet
- F. PSB Minutes with Ranking & Publication
- G. Medical Certificate (Original Copy)
 1. Blood Test (Original Copy)
 2. Urinalysis (Original Copy)
 3. Chest X-ray (Original Copy)
 4. Drug Test (Original Copy)
 5. Neuro-psychiatric Exam (Original Copy)
- H. CAV of TOR and Diploma

1. Transcript of Records (CTC)
2. Diploma (CTC)
- I. PRC License (CTC) if any
- J. Board Rating (CTC) if any
- K. Position Description (Original Copy)
- L. Certificate of Live Birth (NSO)
- M. Marriage Contract/Certificate (NSO)
- N. NBI Clearance
- O. Latest IPCRF
- P. Attestation from School Head of their performance

Note: Submission of pertinent papers beyond the deadline as stipulated would tantamount to the cancellation of the issued Memorandum order. Submit four copies in folders. Three green folders must have tabbings. Indicate your full name in these three green folders (surname, first name, middle name - use font calibre, size 55. Refer to the sample folder). 1 white folder for the CSC copy – without tabbings, no label on top of the cover and no name on side of folder. Be guided accordingly.