



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

November 7, 2025

MEMORANDUM TO:

TEACHERS AND PERSONNELS CONCERNED:

Please be advised to accomplish the pertinent papers for appointment due to promotion and submit to this Office c/o the Personnel Section, five (5) days upon receipt hereof:

NAME	POSITION/ITEM
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ELEMENTARY SCHOOL:

1. Mylene Ll. Boncolmo	Master Teacher I/OSEC-DECSB-MTCHR1-393835-1998
2. Janice D. Sirios	Master Teacher I/OSEC-DECBS-MTCHR1-393853-1998

The following are the documents to be accomplished and must be submitted in one (1) long **red** tag board folder fastened on top:

1. CS Form 212 (Personal Data Sheet, revised 2025) -3 copies properly accomplished and notarized with Passport Size Original pictures attached with Work Experience Sheet
2. CS Form 1 (Position Description Form) - 3 copies
3. Oath of Office - 3 copies
4. Authenticated Photocopy of PRC License - 2 copies
5. Authenticated Photocopy of Certificate of Good Standing - 2 copies
6. Authenticated Photocopy of Transcript of Records - 2 copies (authenticated by the University Registrar)
7. Certification of the Performance Rating for the last rating period (SY 2024-2025) with descriptive rating) duly signed by the Administrative Officer V
8. Medical Certificate and Laboratory Results - 2 copies
9. Birth Certificate and Marriage Contract from PSA - 2 copies

For information and strict compliance.

MARIA-MAGNOLIA F. BRIOSO
OIC, Schools Division Superintendent



**IRIGA
SPRINGS**

Sa Serbisyo ng Tapat at Mangap, Sto. Domingo, Lungsod Iriga
Edukasyon ay Dekabuhay!! iriga.city@deped.gov.ph