



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

December 3, 2025

MEMORANDUM TO:

SCHOOL HEAD AND TEACHING PERSONNEL 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

ZEFERINO ARROYO HIGH SCHOOL:

- | | |
|----------------------|---|
| 1. Jon-jon A. Oyales | Teacher III / OSEC-DECSB-TCH3-390327-2022 |
|----------------------|---|

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) -2 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. CS Form 32 (Oath of Office) – 3 copies
4. Photocopy of PRC License – 2 copies
5. Photocopy of Certificate of Good Standing – 2 copies
6. Photocopy of Transcript of Records – 2 copies
7. Certification of the Performance Rating for the last rating period (SY 2024-2025) with descriptive rating) duly signed by the Administrative Officer V – 2 copies
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