Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

RECEIVED
BY:
DATE: 23 MAR 2026 3:17PM

March 23, 2026

MEMORANDUM TO:

SCHOOL HEADS AND TEACHING PERSONNEL CONCERNED:

Please be advised to accomplish the pertinent papers for appointment due to reclassification and submit to this Office c/o the Personnel Section not later than March 25, 2026.

NAME	POSITION/ITEM
ELEMENTARY SCHOOL:	
1. Luningning D. Nagrampa	School Principal I/OSEC-DECSB-SP1-390013-2026
SENIOR HIGH SCHOOL:	
1. Rowel C. Luceña	Master Teacher III/OSEC-DECSB-MTCHR3-390011-2026
2. Imelda B. Barrameda	Master Teacher III/OSEC-DECSB-MTCHR3-390012-2026
3. Jonna May D. Mota	Master Teacher III/OSEC-DECSB-MTCHR3-390013-2026

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

10. CS Form 212 (Personal Data Sheet, revised 2025) -2 copies properly accomplished and notarized with Passport Size Original pictures attached with Work Experience Sheet
11. CS Form 1 (Position Description Form) – 3 copies
12. Oath of Office – 3 copies
13. Photocopy of PRC License – 2 copies
14. Photocopy of Certificate of Good Standing – 2 copies
15. Photocopy of Transcript of Records – 2 copies
16. 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
17. Original Medical Certificate and Photocopy of Laboratory Results – 1 copy
18. Photocopy of Birth Certificate /and Marriage Contract (for married female) from PSA – 2 copies

Respective Administrative Officer II of the schools are advised to assist the concerned teachers in accomplishing the forms which will be provided by the Personnel Section. They shall also ensure correct and complete data/information on the forms provided.

For information and strict compliance.

MARIA-MAGNOLIA F. BRIOSO
OIC, Schools Division Superintendent