

For Posting



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

DEPARTMENT OF EDUCATION
SOD-IRIGA City RECORDS SECTION



TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA 2026-07-09 11:19

July 8, 2026

MEMORANDUM TO:

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 not later than July 14, 2026.

NAME	POSITION/ITEM
ELEMENTARY SCHOOLS:	
1. Luis Ursus C. Silva	Teacher III / OSEC-DECSB-TCH3-390823-2022
2. Elyssa Danica T. Leonor	Teacher III / OSEC-DECSB-TCH3-390886-2021
3. Florycris I. Blanco	Teacher III / OSEC-DECSB-TCH3-398211-1998
4. Rachelle S. Ibias	Teacher II / OSEC-DECSB-TCH2-401471-1998
5. Ricka Irish D. Cañeba	Teacher II / OSEC-DECSB-TCH2-390106-2014

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. Oath of Office – 3 copies (*Leave blank on the Date and Name of Administering Officer*)
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. Original Medical Certificate and Photocopy of Laboratory Results – 1 copy
8. Photocopy of Birth Certificate /and Marriage Contract (for married female) from PSA – 2 copies

For information and strict compliance.

Digitally signed by Brioso
Maria-Magnolia Fajardo
Date: 2026.07.09 16:24:40
MARIA-MAGNOLIA F. BRIOSO
OIC, Schools Division Superintendent