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

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION
RECEIVED
30 JUL 2026
CTRL No.: 2026-07-00 m

July 28, 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 August 3, 2026.

NAME	POSITION/ITEM
ELEMENTARY SCHOOLS:	
1. Kahren G. Bayrante	Teacher II / OSEC-DECSB-TCH2-401486-1998

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

2. CS Form 212 (Personal Data Sheet, revised 2026) -2 copies properly accomplished and notarized with Passport Size Original pictures attached with Work Experience Sheet
3. CS Form 1 (Position Description Form) – 3 copies
4. Oath of Office – 3 copies *(Leave blank on the Date and Name of Administering Officer)*
5. Photocopy of PRC License – 2 copies
6. Photocopy of Certificate of Good Standing – 2 copies
7. Photocopy of Transcript of Records – 2 copies
8. Original Medical Certificate and Photocopy of Laboratory Results – 1 copy
9. Photocopy of Birth Certificate /and Marriage Contract (for married female) from PSA – 2 copies

For information and strict compliance.

MARIA-MAGNOLIA F. BRIOSO
OIC, Schools Division Superintendent