



RE 02 SEP 2026

CTRL NO. 2026-09-002 X1

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

September 1, 2026

MEMORANDUM TO:

SCHOOL HEADS 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 not later than September 7, 2026.

NAME	POSITION/ITEM
ELEMENTARY/SECONDARY SCHOOLS:	

- | | |
|-------------------------|---|
| 1. Jonjon R. Monte | School Principal III – OSEC-DECSB-SP3-390020-2026 |
| 2. Jaypee A. Villareal | School Principal I – OSEC-DECSB-SP1-390269-2026 |
| 3. Alma O. Vargas | School Principal I – OSEC-DECSB-SP1-390270-2026 |
| 4. Athina L. Camila | School Principal I – OSEC-DECSB-SP1-390271-2026 |
| 5. Lina R. Matucad | Master Teacher I / OSEC-DECSB-MTCHR1-393828-1998 |
| 6. Tessie P. Malaquilla | Master Teacher I / OSEC-DECSB-MTCHR1-393880-1998 |

ZEFERINO ARROYO HIGH SCHOOL:

- | | |
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| 7. Alan P. Salcedo | Teacher II / OSEC-DECSB-TCH2-390229-2023 |
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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 2026) -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.

MARIA-MAGNOLIA F. BRIOSO
OIC, Schools Division Superintendent