November 9, 2026

MEMORANDUM TO:

SCHOOL HEAD 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 November 13, 2026.

NAME	POSITION/ITEM
SAGRADA NATIONAL HIGH SCHOOL:	
1. Noel C. Panga	School Principal II / OSEC-DECSB-SP2-390088-2024

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
2. Oath of Office – 3 copies *(Leave blank on the Date and Name of Administering Officer)*
3. Photocopy of PRC License – 2 copies
4. Photocopy of Certificate of Good Standing – 2 copies
5. Photocopy of Transcript of Records – 2 copies
6. Original Medical Certificate and Photocopy of Laboratory Results – 1 copy
7. 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