



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

Archbishop G.M. Reyes St., Kalibo, Aklan
Tel. Nos.: (036) 268-4235; 268-4234; 268-6286



July 24, 2018

NOTICE

Teacher applicants (junior high school) in **Science** and **TLE** are hereby advised to prepare the following documents required for appointment and submit the same as soon as possible.

Attached is a copy of the checklist of requirements for your reference.


Dr. SALVADOR O. OCHAVO, Jr., CESO VI
Schools Division Superintendent

Name of Recommendee	Rank No.	Specialization
Jolly E. Lauriano	1	TLE-ict
Mauricio B. Cuatriz Jr.	2	TLE-home economics
Leobeth Joyce B. Gomez	3	TLE-home economics
Marella S. Custodio	4	TLE-home economics
Manil C. Repesencia	5	TLE-industrial Arts
Maria Christia Syzee O. Isagan	7	TLE-home economics
Paneraine M. Repaz	9	TLE-ict
Irene Li M. Irao	10	TLE-home economics
Rhealyn A. Cuaterno	13	TLE-home economics
Jolmar B. Intano	14	TLE-Industrial Arts
Liwanag B. Torre	15	TLE-agri
Marvie Lylie N. Eslao	16	TLE-home economics
Donalyn N. Rimano	17	TLE-home economics
Heirolyn M. Inan	18	TLE-home economics
Edmar T. Teñoso	19	TLE
Anna Josebeth R. Relado	20	TLE-home economics
John Robert Irabon	22	TLE-Industrial Arts
Ninabeth C. David	23	TLE-he/ict
Joy A. Matutina	24	TLE-home economics
Femie N. Ambay	1 IP	TLE-home economics (IP)
Vina F. Idala	3 IP	TLE-home economics
Sher-Man V. Invina	4 IP	TLE-home economics
Clyza N. Zausa	5 IP	TLE-industrial Arts
Catherine M. Villoriente	6 IP	TLE-agri/he

Name of Recommendee	Rank No.	Specialization
Arlyn A. Adonis	1	Science-biological science
Phoebe C. Iledan	2	Science-general science
Riza S. Fuentes	3	Science-general science
Loreivel R. Sionicio	5	Science-physical science
Adam Kin M. Del Rosario	6	Science-biological science
Doren R. Lucerio	7	Science-biological science
Kacy Louise P. Autencio	8	Science-biological science
John S. Linga	9	Science-biological science
Matlivina G. Casiping	10	Science-biological science
Hans Bern R. Nagtalon	11	Science-physical science
Angelie Panagsagan	12	Science-physical science
Dyanne Clace P. Ismael	13	Science-physical science
Diana M. Repaz	14	Science-biological science
Bernard E. Fernandez	15	Science-physical science
Kristine G. Gan	16	Science-physical science
Gladysh C. Aparicio	17	Science-physical science
Ma. Pearl R. Cuadernal	18	Science-biological science
Lorelyn R. Mationg	26	Science-general science
Florcita Susana G. Paloma	27	Science-physical science
Gemelyn R. Dela Cruz	29	Science-physical science
Felmar Q. Lumio	30	Science-physical science
Ivan R. Bombales	33	Science-physical science
Joshuarine P. Placio	34	Science-physical science
Flora Mae M. Dailisan	36	Science-physical science
Edson N. Solina	1 IP	Science-physics
Marites Z. Zubiaga	2 IP	Science-bio
Maricel N. Villoriente	3 IP	Science-gen-sci
Janit D. Gregorio	5 IP	Science-physics

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CHECKLIST OF SUPPORTING DOCUMENTS FOR APPOINTMENT SUBSTITUTE and TEACHER I

	1		
<u> </u>		2 . CSC Form 33 (Revised 1998) Original copies not machine -----	5 copies
<u> </u>		3 . Personal Data Sheet (Revised 2017 w/ ORIGINAL Passport size picture) -----	3 copies
<u> </u>		4 . Work Experience Sheet -----	3 copies
<u> </u>		5 . Report of Ratings (Authenticated by PRC) -----	2 copies
<u> </u>		6 . PRC license (machine copies - Authenticated by PRC) -----	2 copies
<u> </u>		7 . Updated Service Records -----	3 copies
		(In case of transfer, indicate the last day from former employer/Station and effective date of transfer to new station signed by the former head)	
<u> </u>		8 . Latest approved appointment of the candidate (if applicable) -----	2 copies
<u> </u>		9 . NBI Clearance -----	2 copies
<u> </u>		10 . Position Description Form (PDF – Form 1) -----	3 copies
<u> </u>		11 . Oath of Office -----	3 copies
<u> </u>		12 . Medical Certificate – Form 211 (w/ documentary stamp) -----	3 copies
		Attached original Test Results and 2 machine copies of:	
		a. CBC	
		b. Urinalysis	
		c. Chest X-Ray	
		d. Drug Test	
		e. Psychological Test	
<u> </u>		13 . Transcript of Records (machine copy) -----	2 copies
		For original Appointment - Substitute or T-I attached	
		Original transcript of Records (to be returned)	
<u> </u>		13 . Assets and liabilities -----	3 copies

Additional requirements:

For T-I

a. Publication (c/o Division Office) ----- 2 copies

For Transferee

a. Approved SO for transfer ----- 1 copy
b. Clearance ----- 1 copy

For Substitute

a. Copy of Form 6 (ML, SL or VL) ----- 1 copy

For Senior High School

a. Transcript (College / MA units)
b. Teachers Schedule
c. NC II / TMC (for TVL)

Processed by:

Noted:

PATROCENIA Y. MAMBURAM
Administrative Officer V