



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



August 7, 2018

# NOTICE

The following teacher-applicants of Senior High School in the attached list 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

**SENIOR HIGH SCHOOL (PARTIAL LIST)**

No.	School Name	Name of Recommendee	Position	Specialization
1	Linayasan NHS	Jan Clarizza B. Villoriente	Teacher I	Social science
2	Father Julian C. Rago MNHS	Richel John G. Teodosio	Teacher I	English
3	Jose Borromeo Legaspi NHS	Marie Shayne R. Rodriguez	Teacher I	English
4	Bay-ang-Magpag-ong NHS	Virginia I. Sobredo	Teacher I	Filipino
5	Camaligan NHS	Rosevelle B. Marcelino	Teacher I	Filipino
6	Ipil IS	Jesica P. Balatayo	Teacher I	Mathematics
7	Ibajay NHS	Shantelle M. Estacio	Teacher I	Arts and Design
8	Naisud NHS	Airaine Joy Z. Cabangon	Teacher I	Mathematics
9	Naisud NHS	Reah Rose T. Francisco	Teacher I	Physical Science
10	Reg'l. Science HS VI	Tina G. Navarra	Teacher I	ABM
11	Madina IS	Pamela Joy T. Navida	Teacher I	English
12	Makato IS	Marilis R. Custudio	Teacher I	English
13	Malay NHS	Gladys C. Aparicio	Teacher I	Physical Science
14	Unidos NHS	Erwin I. Eleserio	Teacher I	Mathematics
15	Pinamuk-an IS	Garylen May N. Vargas	Teacher I	Mathematics

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**CHECKLIST OF SUPPORTING DOCUMENTS FOR APPOINTMENT  
SUBSTITUTE and TEACHER I**

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

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Noted:

**PATROCENIA Y. MAMBURAM**  
Administrative Officer V