



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

OCT 11 2022

MEMORANDUM

No. 227, s. 2022

**SUBMISSION OF REQUIREMENTS FOR PROMOTION
OF TEACHER II AND TEACHER III**

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary & Secondary School Principals/OICs
Administrative Officer V
All others concerned

1. Relative to the result of the assessment for qualified applicants for Teacher II and Teacher III positions, this Office released the Notice of Promotion on September 12, 2022 declaring September 22, 2022 as the deadline of submission of all documents of the promoted teachers. However, there are teachers in the list who did not submit or have not yet completed the requirements.
2. This Office is extending the deadline of submission on Friday, October 14, 2022.
3. Be it noted that non-submission of the requirements on the deadline shall result to the non-adjustment of the promoted salary of the teachers, thus, will not be reflected in their Year-End Bonus.
4. Immediate dissemination and strict compliance of all concerned is enjoined.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

To be indicated in the Perpetual of Index
under the following subjects:

PROMOTION REQUIREMENTS

HR-AMF/ MEMO/ 227/ October 11, 2022



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 805-9935, (02) 805 - 9940
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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

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NOTICE OF PROMOTION

ELEMENTARY Promoted to TEACHER -II		
NO	NAME OF TEACHERS	SCHOOLS
1	Piano, Lyka G.	CES-MAIN
2	Pasaporte, Maritchu P	CES-MAIN
3	Villar. Adonis S.	CES-MAIN
4	Taborite, Annalie R.	POBES
5	Basmayor, Laarnie A.	CES-MAIN
6	Fresnedi, Angelica Gaborno	BES-UNITI
7	Guim, Leonora C.	POBES
8	Bolaños, Cherie Ann M.	BESMAIN
9	Arcilla, Alyssa Mie C.	SHES
10	Almojen, Ruby M.	BESMAIN
11	Ibay, Melanie S.	TES
12	Villar. Mary Grace B.	CES-MAIN
13	Manalo, Margielyn M.	POBES

ELEMENTARY Promoted to TEACHER -III		
NO	NAME OF TEACHERS	SCHOOLS
1	ROMANO, DENNIS B.	CES-MAIN
2	DACLAN, NORIBEL M.	TES
3	SANCHEZ, DIVINA GRACIA Z	BES-UNIT I
4	SANCHEZ, ANNABIE L.	TES
5	YAPO, ROSEMARIE O	BES-UNIT I
6	DIG, AMIELYN A.	BESMAIN
7	LUNAR, MAYGLEEN L.	LIS
8	BANJAWAN, MARJORIE L.	BES-UNIT I
9	VALENCIA, CINDY P.	TES
10	COLLARGA, ABIGAIL B.	MES
11	SOBREMISANA, MARITESS D.	BES-UNIT I
12	DIAZ, RUBY ANN S.	TES
13	DAYALO, LALAINE D	VHES



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**JUNIOR HIGH SCHOOL
Promoted to TEACHER -II**

NO	NAME OF TEACHERS	SCHOOLS
1	Mateo, Raymond B.	PEDHS
2	Nidua, Madeline M.	PEDHS
3	Avila, Marjorie Ann C.	MNHS
4	Medenilla, Reinrhen T	MNHS
6	Fernando, Maribel	MNHS
7	Mejos, Jon Christian	MNHS

**JUNIOR HIGH SCHOOL
Promoted to TEACHER -III**

NO	NAME OF TEACHERS	SCHOOLS
1	Recalde, Jingle E.	PEDHS
2	Raymundo, Mary Joyce V.	PEDHS
3	Rubio, Jeynelle M.	PEDHS
4	Aguilar, Lorra Dae L.	PEDHS
5	Osinsao, Rhea C.	PEDHS
6	Linchoco, Jr., Vicente B.	MSHS
7	Indap, Zyra Nikka S.	TNHS
8	Quineri, Maricel A.	TNHS
9	Delfin, Alvin B.	MNHS
10	Quita, Noel B.	MNHS
11	Dimapelez, Alexander S.	MNHS
12	Ferrer, Angelo M.	MNHS
13	La Rosa, Princess C.	MNHS
14	Mallari, Gladys Joy S.	MNHS
15	Ricafort, Krystel Joy P	MNHS
16	Valdez, Jayson D.	MNHS
17	Armendi, Nelso B.	MNHS
18	Torno, Jay Mark M.	MNHS
19	Polo, Noerine V.	MNHS
20	Espenilla, Lorna S.	MNHS
21	Llorca, Cecilia A.	MNHS



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National Capital Region
SCHOOLS DIVISION OFFICE
City of Muntinlupa

Checklist in the submission of pertinent papers for Promotion

Name of Applicant: _____

Date submitted: _____

Position: _____

No.	List of Documents	Original (Folder 1)	Photocopies (Folder 2)	Photocopies (Folder 3)
1	Indorsement Letter with Checklist from Administrative Officer II/HR Representative of School	1	0	0
2	Ranking - Photocopy	1	1	1
3	Position Description Form (PDF) c/o HR of School	3	0	0
4	Form 212 (PDS) - Computerized	3	0	0
5	Work Experience Sheet - Computerized	3	0	0
6	PRC Authenticated Professional License 1 - Authenticated 2 - Photocopies * All copies will be put in Folder 1	3	0	0
7	PRC Authenticated Report of Rating- (LET-Rating) 1 - Authenticated 2 - Photocopies * All copies will be put in Folder 1	3	0	0
8	First Day of Service/ assumption of Duty signed by School Head	3	0	0
9	Form 32 (OATH)	3	0	0
10	Form 211 Medical Certificate (all result of examination must be attached) with documentary stamp, Certified by Government Physician - Blood Test - Drug Test - Urinalysis - Chest X - Neuro-Psychiatric Examination (if Necessary)	1	1	1
11	Notarized Assets and Liabilities - Photocopy	1	1	1
12	(Bachelors & MA)	1	1	1
13	Updated Service Record or Certificate of Employment	1	1	1
14	Marriage Contract - (Original PSA)	1	1	1
15	Birth Certificate (if Single) (Original PSA)	1	1	1
16	Previous Appointment	1	1	1
17	Latest IPCRF (Outstanding or Very Satisfactory)	1	1	1

Received By: _____

Remarks: _____