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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

January 20, 2023

NOTICE OF PROMOTION

Please be informed that this office has officially completed the assessment and evaluation procedure for **Teacher II (Elementary, SG 12 – Permanent)** pursuant to the provisions set forth by the Department of Education and Civil Service Commission.

After strict adherence to the principles of merit, competence, fitness, and equality, the undersigned is pleased to inform the teachers in the list that they are advised to submit the attached requirements for the preparation of the appointment on or before **January 27, 2023** after receiving this notice. **No documents will be accepted after the prescribed period of submission.** As such, failure to submit on the due date means a waiver of one's right to be included in the set promotion for an appointment.

ELEMENTARY		
For List of Requirements - T2 Promotion		
No	Name of Teachers	Schools
1	DE VILLENA, ALMA L.	POBES
2	FONTANILLA, GEMMA L.	SHES
3	BALAGUER, ROSSANA D.	POBES
4	DE GUZMAN, MARICEL T.	SES

[Signature]
CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent
[Signature]

NOP-2023-001



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 805-9935, (02) 805 - 9940
sdo.muntinlupa@gmail.com



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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

January 20, 2023

NOTICE OF PROMOTION

Please be informed that this office has officially completed the assessment and evaluation procedure for **Teacher III (Elementary, SG 13 – Permanent)** pursuant to the provisions set forth by the Department of Education and Civil Service Commission.

After strict adherence to the principles of merit, competence, fitness, and equality, the undersigned is pleased to inform the teachers in the list that they are advised to submit the attached requirements for the preparation of the appointment on or before **January 27, 2023** after receiving this notice. **No documents will be accepted after the prescribed period of submission.** As such, failure to submit on the due date means a waiver of one's right to be included in the set promotion for an appointment.

ELEMENTARY		
For List of Requirements – T3 Promotion		
No	Name of Teachers	Schools
1	AGARIN, JESUSA D.	BES-UNIT 1


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent



Department of Education
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) <i>c/o HR of School</i>	3	0	0
4	Form 212 (PDS) - Computerized	3	0	0
5	Work Experience Sheet - Computerized	3	0	0
6	PRC Authenticated Professional License * One (1) Authenticated Copy * Two (2) Photocopies	3	0	0
7	PRC Authenticated Report of Rating- (LET-Rating) * One (1) Authenticated Copy * Two (2) Photocopies	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	Transcript of Record Certified by the School Registrar (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: _____

*** Please submit all the requirements within 10 days as the applicant received the notice and list of requirements**