



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF TAGUM CITY

**Office of the Schools Division
 Superintendent**

DIVISION MEMORANDUM

TO: Secondary School Heads Concerned

Attention: **ALL SHS TEACHING PERSONNEL ON
 PROVISIONAL STATUS**

SUBJECT: Submission of requirements for Renewal of Provisional Appointments

DATE: May 18, 2020

All Senior High School teaching personnel on provisional status are advised to comply the following requirements in three (3) copies for the renewal of your appointments on or before **May 27, 2020** in **three (3) yellow** expandable folders, to wit:

- a. Letter of Intent
- b. Indorsement from the Principal
- c. Personal Data Sheet (PDS) – CSC Form 212 **Revised 2017**
- d. Work Experience Sheet
- e. Approved Individual Performance and Commitment Review Form (IPCR) for SY 2019-2020
- f. Position Description Form
- g. Certificate of Assumption to Duty
- h. Notarized Oath of Office

Forms available for download at <https://bit.ly/SHSrequirements>

NO.	NAME	SCHOOL	NO.	NAME	SCHOOL
1	Pasco, Deover	TNTS	8	Rabia, Jeanette	TNTS
2	Benaning, Khryzl May	TNTS	9	Congson, Juvelyn	TNTS
3	Calcaben, Allyn Joy	TNTS	10	Brizo, Mark Angelo	JTJRMNHS
4	Gazmen, Dyrene	TNTS	11	Cutab, Hydie Grace	JTJRMNHS
5	Balala, Feliciana	TNTS	12	Gamaya, Melborn Ryn	TCNHS
6	Comedia, Gazzle	TNTS	13	Jabillo, Christopher	BIS
7	Sibuan, Rogiemar	TNTS	14	Mallari, Arnulfo	PIS

For information and immediate compliance.


DR. JOSEPHINE L. FADUL
 Schools Division Superintendent

DEPARTMENT OF EDUCATION
 DIVISION OF TAGUM CITY
 RECORDS SECTION

RELEASED

By: MAU
 Date: MAY 18 2020 Time: 1:20
 Remarks: Disseminated # 273-2020-05



Address: Energy Park, Apokon, Tagum City, 8100
Telephone No.: (084) 216-3504
Email: tagum.city@deped.gov.ph
Website: deped.tagumcity.gov.ph