




Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



Division Memorandum
No. 439, s. 2014

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This Division

FROM :  **ISAGANI S. DELA CRUZ, CESO V**
Schools Division Superintendent

SUBJECT : **NOSCA as of November 10, 2014**

DATE : **December 1, 2014**

Pursuant to the Notice of Organization, Staffing and Compensation Action (NOSCA) as of November 10, 2014, the above identified teachers are advised to comply and submit to the Personnel Section c/o Marites D. Lara the following requirements for your appointment:

- 4 copies CS form 212 Personal Data Sheet (PDS) with picture name tag
- 4 copies Position Description Form (PDF)
- 4 copies PRC Certification or ID (not expired) and LET rating
- 4 copies CAV, TOR, and SO
- 4 copies Medical Certificate with doc. Stamp (1st copy only)
 - a. Blood Test
 - b. Chest X-ray
 - c. Urinalysis
- 4 copies Oath of Office with doc. Stamp (1st copy only)
- 4 copies Assets and Liabilities
- 4 copies Marriage Contract (for female)
- 4 copies each of Performance Rating for the latest 3 years before promotion
- 2 copies updated Service of Record
- 1 copy latest payslip

For your information and guidance.

Encl.: Letter from DBM and NOSCA