




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



Division Memorandum
No. 440, s. 2014

TO : CAMELA N. NAIVE
GERMAN PIAMONTE
RONNIE M. NATINGA
ZENAIDA N. HULINGAY
This Division

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

SUBJECT : NOSCA as of November 26, 2014

DATE : December 2, 2014

Pursuant to the Notice of Organization, Staffing and Compensation Action (NOSCA) as of November 26, 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

