

## APPOINTMENT TRANSMITTAL AND ACTION FORM

AGENCY: DEPARTMENT OF EDUCATION - DIVISION OF PANABO CITY

CSC FO In-Charge:

Refer JR Villanue  
Sr HR Specialist

## INSTRUCTIONS:

- (1) Fill-out the data needed in the form completely and accurately.
- (2) Do not abbreviate entries in the form.
- (3) Accomplish the Checklist of Common Requirements and sign the certification.
- (4) Submit the duly accomplished form in electronic and printed copy (2 copies) to the CSC Field Office-In-Charge together with the original copies of appointments and supporting documents.

For CSC RO/FO's Use:

Date Received:

OCT 04 2023

3:K

No.	NAME OF THE APPOINTEE/S				POSITION TITLE (indicate parenthetical title, if applicable)	SALAR Y/ JOB/ PAY GRADE	EMPLOYMENT STATUS	PERIOD OF EMPLOYMENT (for Temporary, Casual/ Contractual Appointments) (mm/dd/yyyy to mm/dd/yyyy)	NATURE OF APPOINTMENT	DATE OF ISSUANCE (mm/dd/yyyy)	PUBLICATION		CSC ACTION			Agency Receiving Officer
	Last Name	First Name	Name Extension (Jr. / III)	Middle Name							DATE indicate period of publication (mm/dd/yyyy to mm/dd/yyyy)	MODE (CSC Bulletin of Vacant Positions, Agency Website, Newspaper, etc)	A - Approved or D - Disapproved or N - Noted	Date of Action (mm/dd/yyyy)	Date of Release (mm/dd/yyyy)	
1	PERASOL	CATHERINE	n/a	CASLIB	MASTER TEACHER II	19-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
2	BERGONIA	MYLA	n/a	PELPINOSAS	MASTER TEACHER II	19-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
3	MARTINEZ	ROD	n/a	RILLO	MASTER TEACHER II	19-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
4	GACUS	ROSEMINDA	n/a	EDUYAN	MASTER TEACHER II	19-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
5	ZAMORA	LAWRENCE EDWARD	n/a	EDUARDO	MASTER TEACHER II	19-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
6	EYORCADAS	JOCELYN	n/a	BROCAL	MASTER TEACHER I	18-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
7	GARGAR	MARIA SOCORR	n/a	HIQUIANA	MASTER TEACHER I	18-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
8	DUMBASE	LOUELA	n/a	MASANDA	MASTER TEACHER I	18-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
9	BALAGOSA	JEREMIE	n/a	FERNANDEZ	MASTER TEACHER I	18-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
10	BITOY	CHINDY	n/a	FLORITA	MASTER TEACHER I	18-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
11	URBIZTONDO	GIRLIE	n/a	HINAYON	MASTER TEACHER I	18-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
12	OMILA	WOLLIN	n/a	PIYAO	MASTER TEACHER I	18-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
13	GAGABE	MICHAEL JEFF	n/a	DELA CUEVA	MASTER TEACHER I	18-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
14	LABRADOR	RONILO	n/a	BANAD	HEAD TEACHER I	14-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
15	GOZO	IRISH	n/a	SANGILAN	TEACHER III	13-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				

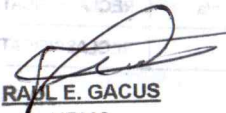

This is to certify that the information contained in this form are true, correct and complete.

RAUL E. GACUS

HRMO

Date: 10-04-2023

REMARKS/COMMENTS/RECOMMENDATIONS: (e.g. Reasons for Disapproval of Appointment)

CHECKLIST OF COMMON REQUIREMENTS		HRMO	CSC FO
Instructions: Put a check if the requirements are complete. If incomplete, use the space provided to indicate the name of appointee and the lacking requirement/s.			
1	APPOINTMENT FORMS (CS Form No. 33-A, Revised 2018) - Three (3) original copies of appointment form (employee copy, CSC copy and agency copy)	/	/
2	PLANTILLA OF CASUAL APPOINTMENT (CSC Form No. 34-A, C, E or F) - Three (3) original copies (employee copy, CSC copy and agency copy)	N/A	/
3	PERSONAL DATA SHEET (CS Form No. 212, Revised 2017)	/	/
4	ORIGINAL COPY OF AUTHENTICATED CERTIFICATE OF ELIGIBILITY/ RATING/ LICENSE - Except if the eligibility has been previously authenticated in 2004 or onward and recorded by the CSC	N/A	/
5	POSITION DESCRIPTION FORM (DBM-CSC Form No. 1, Revised 2017)	/	/
6	OATH OF OFFICE (CS Form No. 32, Revised 2017)	/	/
7	CERTIFICATE OF ASSUMPTION TO DUTY (CS Form No. 4)	/	/
		<p>This is to certify that I have checked the veracity, authenticity and completeness of all the requirements in support of the appointments attached herein.</p> <p>  <b>RAUL E. GACUS</b>  HRMO</p>	<p>This is to certify that I have checked all the requirements in support of the appointments attached herein and found these to be [ ] complete / [ ] lacking.</p> <p>  <b>Venice JR Villanue</b>  HR Specialist  CSC FO Receiving Officer</p>



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AGENCY: DEPARTMENT OF EDUCATION - DIVISION OF PANABO CITY

CSC FO In-Charge:

Tence JR Villanue  
Sr. HR Specialist

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1	LANZADERAS	ELGEN	n/a	DALAOTA	TEACHER III	13-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
2	POLIOUIT	JERALIN	n/a	GARCERA	TEACHER III	13-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
3	REDONDO	ROSE MARIE	n/a	PITALLAR	TEACHER III	13-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
4	MORALES	JENNIFER	n/a	CABALLERO	TEACHER III	13-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
5	DUEÑAS	RIZALIE	n/a	ABORDO	TEACHER III	13-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
6	SINGSON	ALYSSA SHIN	n/a	JOSOL	TEACHER III	13-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
7	LEGASPI	JEAN	n/a	LEOPOLDO	TEACHER III	13-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
8	FLORES	KRISCIA MAE	n/a	MAGPUYO	TEACHER III	13-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
9	BARDOQUILLO	ARIEHMAR	n/a	ALMENDRAS	TEACHER III	13-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
10	BUISAN	NORJANA	n/a	KAJAR	TEACHER III	13-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
11	ARGUELLES	JEITER	n/a	DACALUS	TEACHER III	13-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
12	LOZANO	JUVELYN	n/a	SIBAL	TEACHER III	13-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
13	LAGUIBAN	JINA	n/a	SAMUYA	TEACHER III	13-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
14	BASADRE	FAMIELANE	n/a	PALMA	TEACHER III	13-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
15	CARPENTERO	ANNABEL II	n/a	DOOT	TEACHER III	13-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				

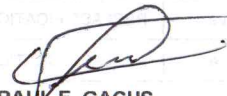
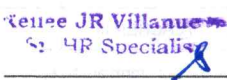
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RAUL E. GACUS

HRMO

Date: 10-04-2023

REMARKS/COMMENTS/RECOMMENDATIONS: (e.g. Reasons for Disapproval of Appointment)

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5	POSITION DESCRIPTION FORM (DBM-CSC Form No. 1, Revised 2017)	/	/
6	OATH OF OFFICE (CS Form No. 32, Revised 2017)	/	/
7	CERTIFICATE OF ASSUMPTION TO DUTY (CS Form No. 4)	/	/
		<p>This is to certify that I have checked the veracity, authenticity and completeness of all the requirements in support of the appointments attached herein.</p> <p>  <b>RAUL E. GACUS</b>            HRMO</p>	<p>This is to certify that I have checked all the requirements in support of the appointments attached herein and found these to be [ ] complete / [ ] lacking.</p> <p>  <b>Renee JR Villanueva</b>            HR Specialist            CSC FO Receiving Officer</p>



## APPOINTMENT TRANSMITTAL AND ACTION FORM

AGENCY: DEPARTMENT OF EDUCATION - DIVISION OF PANABO CITY

CSC FO In-Charge:

Genie JR Villanueva  
HR Specialist

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1	DULOS	EVAMAE	n/a	REYES	TEACHER II	12-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
2	TACOT	ROSYL	n/a	JAYLO	TEACHER II	12-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
3	GALAUARA	JONIELYN MAE	n/a	BAJAO	TEACHER II	12-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
4	ALEJO	JOYCE	n/a	ESCOBA	TEACHER II	12-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
5	PINILI	EMELINE	n/a	SAGARAL	TEACHER II	12-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
6	NAMANG	ROSEMARIE	n/a	CAMUS	TEACHER II	12-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
7	EUMAGUE	THESA	n/a	FRENAL	TEACHER II	12-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
8	DALUMPINES	JUDY FE	n/a	MACASOCOL	TEACHER II	12-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
9	PILLATURA	JOY	n/a	INAHID	TEACHER II	12-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
10	PAMAOS	TEOFREDO, JR	n/a	CAPIN	TEACHER II	12-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
11	FRANCISCO	CASTORLITA	n/a	GALLARDO	TEACHER II	12-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
12	ALONSAGAY	FRITCHY ANN	n/a	ARCEGA	TEACHER II	12-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
13	PANGILINAN	GERLYN	n/a	DAG-UMAN	TEACHER II	12-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
14	TABAR	FLORDEGIL	n/a	ORTIZ	TEACHER II	12-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
15	PIOSANG	DARRYLYN	n/a	CABANISAS	TEACHER II	12-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				

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RAUL E. GACUS

NEO CARLOS R. MAGNO  
HRMO III

Date: 10-04-2023

REMARKS/COMMENTS/RECOMMENDATIONS: (e.g. Reasons for Disapproval of Appointment)

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## APPOINTMENT TRANSMITTAL AND ACTION FORM

AGENCY: DEPARTMENT OF EDUCATION - DIVISION OF PANABO CITY

CSC FO In-Charge:

Renée JR Villanue  
Sr. HR Specialist

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1	CASTILLO	MYLENE	n/a	SEVARE	SCHOOL PRINCIPAL III	21-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
2	HERNANDEZ	RUSTICO JR.	n/a	PUNO	SCHOOL PRINCIPAL III	21-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
3	LANUGAN	MELCHOR	JR.	FUENTES	MASTER TEACHER III	20-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
4	UBALDO	CARMELITA	n/a	WABINA	MASTER TEACHER III	20-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
5	MIJARES	SANETTE	n/a	BAUTISTA	MASTER TEACHER III	20-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
6	GABATILLA	CHERRYL	n/a	TAYABAS	MASTER TEACHER III	20-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
7	CAMILLO	ANALYN	n/a	AQUINO	MASTER TEACHER III	20-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
8	LANDIZA	RAUL	n/a	VILLAVITO	MASTER TEACHER III	20-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
9	HORNATA	LELIAN	n/a	IBABAO	MASTER TEACHER III	20-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
10	VALENTOS	HONEYLYN	n/a	POLQUIT	MASTER TEACHER II	19-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
11	SAGARINO	MA. CRISTINA	n/a	CATUBIG	MASTER TEACHER II	19-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
12	CACAYAN	CONRADA	n/a	BONDAON	MASTER TEACHER II	19-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
13	VILLA	FE	n/a	VILLANUEVA	MASTER TEACHER II	19-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
14	EXCLAMADOR	FE	n/a	BAJAO	MASTER TEACHER II	19-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				
15	BAPTISTA	LYNNETH	n/a	BULAC	MASTER TEACHER II	19-1	PERMANENT	n/a	RECLASSIFICATION	8/30/2023	n/a	n/a				

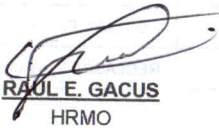
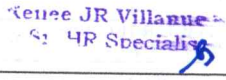
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CSC FO In-Charge:

Jenice JR Villanueva

Sr. HR Specialist

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No.	NAME OF THE APPOINTEE/S				POSITION TITLE (indicate parenthetical title, if applicable)	SALAR Y/ JOB/ PAY GRADE	EMPLOYMENT STATUS	PERIOD OF EMPLOYMENT (for Temporary, Casual/ Contractual Appointments) (mm/dd/yyyy to mm/dd/yyyy)	NATURE OF APPOINTMENT	DATE OF ISSUANCE (mm/dd/yyyy)	PUBLICATION		CSC ACTION			Agency Receiving Officer
	Last Name	First Name	Name Extension (Jr. / III)	Middle Name							DATE Indicate period of publication (mm/dd/yyyy to mm/dd/yyyy)	MODE (CSC Bulletin of Vacant Positions, Agency Website, Newspaper, etc)	A - Approved or D - Disapproved or N - Noted	Date of Action (mm/dd/yyyy)	Date of Release (mm/dd/yyyy)	
1	MARCIAL	ELHEN MARY	n/a	CORONADO	TEACHER I	11-1	PERMANENT	n/a	ORIGINAL	8/7/2023	07/13-20/2023	CSC Job Portal				
2	PETALLAR	GRACE	n/a	GARGAR	TEACHER I	11-1	PERMANENT	n/a	REEMPLOYMENT	8/7/2023	07/13-20/2023	CSC Job Portal				
3	VARQUEZ	KRISTENE	n/a	PEREZ	TEACHER I	11-1	PERMANENT	n/a	REEMPLOYMENT	8/7/2023	07/13-20/2023	CSC Job Portal				
4	CENIZA	CHIQUE	n/a	PANAL	TEACHER I	11-1	PERMANENT	n/a	ORIGINAL	8/7/2023	07/13-20/2023	CSC Job Portal				
5	TAROMA	DHAREN JEAN	n/a	MILLAMA	TEACHER I	11-1	PERMANENT	n/a	ORIGINAL	8/7/2023	07/13-20/2023	CSC Job Portal				
6	RIVERA	REYCHER	n/a	BUSIA	TEACHER II	12-1	PERMANENT	n/a	PROMOTION	8/10/2023	02/06-20/2023	CSC Job Portal				
7	ISTURIS	BRENALYN	n/a	AGRAMON	TEACHER II	12-1	PERMANENT	n/a	PROMOTION	8/10/2023	02/06-20/2023	CSC Job Portal				
8	VELASCO	MARICOR	n/a	FUNELAS	TEACHER II	12-1	PERMANENT	n/a	PROMOTION	8/10/2023	11/14-28/2022	CSC Job Portal				
9	CONZON	DIANNE	n/a	POLICARPIO	TEACHER II	12-1	PERMANENT	n/a	PROMOTION	8/10/2023	01/16-29/2023	CSC Job Portal				
10	SINGSON	JEAN	n/a	BALURAN	TEACHER III	13-1	PERMANENT	n/a	PROMOTION	8/10/2023	05/19/2023-06/04/2023	CSC Job Portal				
11	ENOC	EDGAR	n/a	INCEPEDO	TEACHER III	13-1	PERMANENT	n/a	PROMOTION	8/10/2023	02/06-20/2023	CSC Job Portal				
12	ORING	ROLANDO	n/a	ABOYME	MASTER TEACHER II	19-1	PERMANENT	n/a	PROMOTION	8/10/2023	05/19/2023-06/04/2023	CSC Job Portal				
13	ALCORDO	ELENA	n/a	ARRIOLA	TEACHER III	13-1	PERMANENT	n/a	PROMOTION	8/10/2023	02/06-20/2023	CSC Job Portal				
14	DIANA	MIRASOL	n/a	VILLACORTEZA	MASTER TEACHER I	18-1	PERMANENT	n/a	PROMOTION	8/10/2023	01/16-30/2023	CSC Job Portal				

This is to certify that the information contained in this form are true, correct and complete.

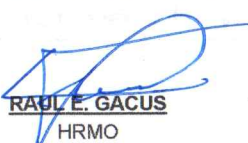

RAUL E. GACUS

HRMO

Date:

9/7/2023

REMARKS/COMMENTS/RECOMMENDATIONS: (e.g. Reasons for Disapproval of Appointment)

CHECKLIST OF COMMON REQUIREMENTS		HRMO	CSC FO
Instructions: Put a check if the requirements are complete. If incomplete, use the space provided to indicate the name of appointee and the lacking requirement/s.			
1	APPOINTMENT FORMS (CS Form No. 33-A, Revised 2018) - Three (3) original copies of appointment form (employee copy, CSC copy and agency copy)	/	✓
2	PLANTILLA OF CASUAL APPOINTMENT (CSC Form No. 34-A, C, E or F) - Three (3) original copies (employee copy, CSC copy and agency copy)	N/A	N/A
3	PERSONAL DATA SHEET (CS Form No. 212, Revised 2017)	/	✓
4	ORIGINAL COPY OF AUTHENTICATED CERTIFICATE OF ELIGIBILITY/ RATING/ LICENSE - Except if the eligibility has been previously authenticated in 2004 or onward and recorded by the CSC	N/A	✓
5	POSITION DESCRIPTION FORM (DBM-CSC Form No. 1, Revised 2017)	/	✓
6	OATH OF OFFICE (CS Form No. 32, Revised 2017)	/	✓
7	CERTIFICATE OF ASSUMPTION TO DUTY (CS Form No. 4)	/	✓
		<p>This is to certify that I have checked the veracity, authenticity and completeness of all the requirements in support of the appointments attached herein.</p> <p>  <u>RAUL E. GACUS</u>  HRMO</p>	<p>This is to certify that I have checked all the requirements in support of the appointments attached herein and found these to be [ ] complete / [ ] lacking.</p> <p>_____  CSC FO Receiving Officer </p>