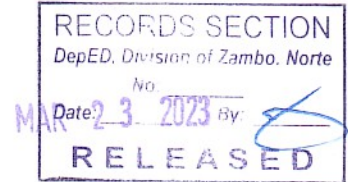




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



March 22, 2023

Division Memorandum

No. 99, s. 2023

SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

TO: PSDSs and PICDs
Identified School Heads
Section/ Unit Heads
Identified SDO Personnel

1. With the approval of the **comparative assessment result of Administrative Officer II Positions (New Items)**, the appointees on the attached list are hereby advised to submit his/her pertinent papers for appointment processing to the Personnel Unit of this division on or before March 30, 2023.
2. Attached herewith also is the list of requirements that needs to be complied before the deadline. Late submission of pertinent papers shall require a letter of explanation regarding the delay.
3. For any queries or clarifications, you may call at 09661571283 and connect to Personnel Section, email us at zn.division@deped.gov.ph, or thru the online helpdesk at depedzn.net/helpdesk.
4. Immediate and widest dissemination of this memorandum is desired.

VIRGILIO P. BATAN JR. CESO VI
Schools Division Superintendent

Encl: As stated

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment
00016-2023/ 03222023



Address: Capitol Drive, Estaka, Dipoig City 7100

Email: zn.division@deped.gov.ph

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Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Attachment to Office Memorandum No. _____, s. 2023

No.	Item Number	Appointee
1	ADOF2-570171-2022	Loremae B. Sumiton
2	ADOF2-570172-2022	Ma. Winelyn B. Andalaha
3	ADOF2-570173-2022	Arnildo Y. Villamora
4	ADOF2-570174-2022	Estrella B. Cofino
5	ADOF2-570175-2022	Mark C. Rusiana
6	ADOF2-570176-2022	Jaylyn A. Bagalanon
7	ADOF2-570177-2022	Mary Jessa T. Visande
8	ADOF2-570178-2022	Aurora J. Baroma
9	ADOF2-570179-2022	Kathleen L. Ronquillo
10	ADOF2-570180-2022	Joelito R. Saban Jr.
11	ADOF2-570181-2022	Babie Rogean D. Grapa
12	ADOF2-570182-2022	Sweetheart D. Tano
13	ADOF2-570183-2022	Rolan S. Reyes
14	ADOF2-570184-2022	Ruben Q. Montes
15	ADOF2-570185-2022	Mary Joyce N. Montes
16	ADOF2-570186-2022	Melalona E. Japay
17	ADOF2-570187-2022	Lykar G. Poracan
18	ADOF2-570188-2022	Reinar B. Paliota
19	ADOF2-570189-2022	Roneth N. Gumala
20	DOF2-570190-2022	Jesica I. Aranas
21	ADOF2-570191-2022	Annae C. Hidlao
22	ADOF2-570192-2022	Alicia H. Zamora
23	ADOF2-570193-2022	Ma. Cherry Joy H. Linogon
24	ADOF2-570194-2022	Aileen Faith A. Masamayor
25	ADOF2-570195-2022	Radjie G. Enerio
26	ADOF2-570196-2022	Jocelyn A. Maghanoy
27	ADOF2-570197-2022	Rizalyn O. Sales
28	ADOF2-570198-2022	Janrey B. Bayron
29	ADOF2-570199-2022	Deceryle M. Gordove
30	ADOF2-570200-2022	Janesa S. Moroscallo
31	ADOF2-570201-2022	Lorine L. Sangual
32	ADOF2-570202-2022	Melanie S. Quiñones
33	ADOF2-570203-2022	Aquiles M. Carreon Jr.
34	ADOF2-570204-2022	Antoniette C. Cabasag
35	ADOF2-570205-2022	Sharon B. Palionay
36	ADOF2-570206-2022	Cherry Mac R. Rcbusa
37	ADOF2-570207-2022	Mary Ann S. Dominguez
38	ADOF2-570208-2022	Kevin P. Crisostomo
39	ADOF2-570209-2022	Rosy Pearl V. Gomez



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REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

40	ADOF2-570210-2022	Rosemarie Ann S. Banquirigo
41	ADOF2-570211-2022	Roldan B. Cabiling III
42	ADOF2-570212-2022	Daisy Jane J. Lagutin
43	ADOF2-570213-2022	Alexander T. Sumanday
44	ADOF2-570214-2022	Tony Quel B. Borromeo
45	ADOF2-570215-2022	Devina P. Bagalanon
46	ADOF2-570216-2022	Nicoli S. Laurente
47	ADOF2-570217-2022	Eva A. Bongosia
48	ADOF2-570218-2022	Eden P. Buna
49	ADOF2-570219-2022	Reynold P. Gumial
50	ADOF2-570220-2022	Ana Rose S. Pederiche
51	ADOF2-570221-2022	Philip Anthony B. Zamoras
52	ADOF2-570222-2022	Melchie B. Suganob
53	ADOF2-570223-2022	Boltear S. Icao
54	ADOF2-570224-2022	Geradine T. Dionsay
55	ADOF2-570225-2022	Rimechel M. Icalina
56	ADOF2-570226-2022	Maria Marga S. Elico
57	ADOF2-570227-2022	Shiela H. Deloria
58	ADOF2-570228-2022	Karen C. Gomera
59	ADOF2-570229-2022	Sheralyn A. Bation
60	ADOF2-570230-2022	Analyn P. Taruc
61	ADOF2-570231-2022	Allaine Kristine A. Quirante
62	ADOF2-570232-2022	Kay M. Quimiguing
63	ADOF2-570233-2022	Edelyn L. Carreon
64	ADOF2-570234-2022	Jeanette B. Tactacon
65	ADOF2-570235-2022	Elaine H. Pahunang
66	ADOF2-570236-2022	Diana Jean C. Gongob
67	ADOF2-570237-2022	Aileen D. Bantoto
68	ADOF2-570238-2022	Lemuel Pearl C. Gongob
69	ADOF2-570239-2022	Norren Jay R. Supangan
70	ADOF2-570240-2022	Maricon P. Becada
71	ADOF2-570241-2022	Evangeline E. Bengua
72	ADOF2-570242-2022	Sharee J. Cordero
73	ADOF2-570243-2022	Penilo L. Dela Torre
74	ADOF2-570244-2022	Aira Ruth A. Guerrero
75	ADOF2-570245-2022	Leizil C. Yano
76	ADOF2-570246-2022	Rizalina T. Alegata
77	ADOF2-570247-2022	Jane Francis T. Hiponia
78	ADOF2-570248-2022	Donita Rose D. Cuenca
79	ADOF2-570249-2022	Liza M. Postigo
80	ADOF2-570250-2022	Irish Clarie U. Sacome



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REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

81	ADOF2-570251-2022	Ma. Nova F. Celicious
82	ADOF2-570252-2022	Harry Don G. Zosa
83	ADOF2-570253-2022	Joel P. Casalta
84	ADOF2-570254-2022	Philmarie A. Eloppe
85	ADOF2-570255-2022	Ella Mae S. De Guzman
86	ADOF2-570256-2022	Raquel G. Mapas
87	ADOF2-570257-2022	Miraflor D. Delmo
88	ADOF2-570258-2022	Glena P. Gonzales
89	ADOF2-570259-2022	Nessa May B. Amante
90	ADOF2-570260-2022	Ana Liza A. Sorronda
91	ADOF2-570261-2022	Jennifer A. Amatong
92	ADOF2-570262-2022	Jonathan M Ordinaria
93	ADOF2-570263-2023	Shiela D. Fidel
94	ADOF2-570264-2022	Marietta E. Elico
95	ADOF2-570265-2022	Jemaimah B. Elnar
96	ADOF2-570266-2022	Jade E. Jaictin
97	ADOF2-570267-2022	Reymond B. Elloreng
98	ADOF2-570268-2022	Jonathan P. Dela Cruz
99	ADOF2-570269-2022	Brianne Tiffany S. Abarca
100	ADOF2-570270-2022	Cermel D. Bingham
101	ADOF2-570271-2022	Johnny G. Sumiton
102	ADOF2-570272-2022	Dece Annes B. Mejares
103	ADOF2-570273-2022	Orland C. Arpa
104	ADOF2-570274-2022	Michelle T. Sasuman
105	ADOF2-570275-2022	Sheba C. Epo
106	ADOF2-570276-2022	Loregen P. Escal
107	ADOF2-570277-2022	Imee Rose P. Orcia
108	ADOF2-570278-2022	Edgardo G. Batoy
109	ADOF2-570279-2022	Crisna S. Totao
110	ADOF2-570280-2022	Violet Hyda Ross P. Jusep
111	ADOF2-570281-2022	Ma. Cristina P. Sebastian
112	ADOF2-570282-2022	Precious V. Aniñon
113	ADOF2-570283-2022	Jessa Mae C. Catipay
114	ADOF2-570284-2022	Blyzel G. Delos Nieves
115	ADOF2-570285-2022	Nichole R. Mones
116	ADOF2-570286-2022	Mario A. Obnimaga
117	ADOF2-570287-2022	Maycel R. Ontolan
118	ADOF2-570288-2022	Mary Grace D. Dagpin
119	ADOF2-570289-2022	Airah R. Alburo
120	ADOF2-570290-2022	Mary Jean B. Lumasay
121	ADOF2-570291-2022	Shiela O. Malingin



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REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

122	ADOF2-570292-2022	Rogelio N. Bulatao Jr.
123	ADOF2-570293-2022	Alphaveneza E. Paglinawan
124	ADOF2-570294-2022	Jovelyn D. Asiri
125	ADOF2-570295-2022	Madil-Liz D. Hamoc
126	ADOF2-570296-2022	Marites J. Patlingrao
127	ADOF2-570297-2022	Ma. Lourdes G. Gallemit
128	ADOF2-570298-2022	Genevieve Q. Bermudez
129	ADOF2-570299-2022	Jeneyn V. Hamoc
130	ADOF2-570300-2022	Ailen D. Sumalpong
131	ADOF2-570301-2022	Mary Luz D. Fuentes
132	ADOF2-570302-2022	Liezel M. Fernandez
133	ADOF2-570303-2022	Anna Marie D. Marata
134	ADOF2-570304-2022	Jess Rhein A. Pausa
135	ADOF2-570305-2022	Daniel S. Bacong
136	ADOF2-570306-2022	Gemma H. Ornaiz
137	ADOF2-570307-2022	Arjay T. Ta-oy
138	ADOF2-570308-2022	Abigail L. Apostol
139	ADOF2-570309-2022	Rheajane E. Mabuting
140	ADOF2-570310-2022	Ivan Justine E. Malinao
141	ADOF2-570311-2022	Glyss Anne I. Tingig
142	ADOF2-570312-2022	Catherine T. Mandih
143	ADOF2-570313-2022	Jesan B. Dela Leña
144	ADOF2-570314-2022	Melizar L. Lacay
145	ADOF2-570315-2022	Jeremias P. Lecias
146	ADOF2-570316-2022	Eugene D. Dela Cruz
147	ADOF2-570317-2022	Aizie Grace E. Sabanate
148	ADOF2-570318-2022	Marife G. Moncal
149	ADOF2-570319-2022	Alura O. Bucar-Gabule
150	ADOF2-570320-2022	Mary Cris E. Sabanal
151	ADOF2-570321-2022	Teodolina B. Manco
152	ADOF2-570322-2022	Christine B. Mosep
153	ADOF2-570323-2022	Margelyn C. Blando
154	ADOF2-570324-2022	Edward O. Ogatis
155	ADOF2-570325-2022	Edgar D. Montuerto Jr.
156	ADOF2-570326-2022	Jovielyn A. Asentista
157	ADOF2-570327-2022	Josefina S. Fuertes
158	ADOF2-570448-2022	Rey C. Aparre
159	ADOF2-570328-2022	Marvin M. Carpio
160	ADOF2-570329-2022	Louie Mat P. Mejorada
161	ADOF2-570330-2022	Anna Mae B. Bentoy
162	ADOF2-570331-2022	Rosemarie J. Mariñas



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

163	ADOF2-570332-2022	Lisette C. Cotad
164	ADOF2-570333-2022	Gezenith May T. Lecera
165	ADOF2-570334-2022	Rosielyn L. Bontigao
166	ADOF2-570335-2022	Ruel P. Maglangit
167	ADOF2-570336-2022	Cherrylou B. Templado
168	ADOF2-570337-2022	Nelrose R. Patagoc
169	ADOF2-570338-2022	Mary Jessica P. Tagailo
170	ADOF2-570339-2022	Kharize Bea L. Galon
171	ADOF2-570340-2022	Ana Marie D. Cubol
172	ADOF2-570341-2022	Celestino C. Timtim
173	ADOF2-570342-2022	Lea Mae A. Romero
174	ADOF2-570343-2022	Gessa Mae F. Dellaba
175	ADOF2-570344-2022	Irene J. Sardua
176	ADOF2-570345-2022	Glenda C. Combista
177	ADOF2-570346-2022	Aireen B. Masuela
178	ADOF2-570347-2022	Luzil Andree L. Gamil
179	ADOF2-570348-2022	April Dream D. Apud
180	ADOF2-570349-2022	Mira Sol D. Zozobrado
181	ADOF2-570350-2022	April Rose T. Orosca
182	ADOF2-570351-2022	Jovie P. Otong
183	ADOF2-570352-2022	Hadjimar A. Abdin
184	ADOF2-570353-2022	Kirk C. Cornelio
185	ADOF2-570354-2022	Honey Mae C. Fabillar
186	ADOF2-570355-2022	Faith Rezza B. Humpa
187	ADOF2-570356-2022	Roniel R. Fidel
188	ADOF2-570357-2022	Reyjie L. Bicoy
189	ADOF2-570358-2022	Julie Syvel M. Tejero
190	ADOF2-570359-2022	Lea A. Ranoco
191	ADOF2-570360-2022	Jessaida Linore R. Oidi
192	ADOF2-570361-2022	Marifel F. Banua
193	ADOF2-570362-2022	Ruthmar Gay D. Toledo
194	ADOF2-570363-2022	Rodolfo H. Asilo
195	ADOF2-570364-2022	Van Alfred R. Baang III
196	ADOF2-570365-2022	Karen Shane B. Dapat
197	ADOF2-570366-2022	Lea Marisse J. Esperat
198	ADOF2-570367-2022	Charles Vergel S. Marcera
199	ADOF2-570368-2022	Mary Ann O. Rombaoa
200	ADOF2-570369-2022	Elbert John P. Tomboc
201	ADOF2-570370-2022	Kurt Rinemart L. Tolentino
202	ADOF2-570371-2022	Roaysa T. Salah
203	ADOF2-570372-2022	Sherina A. Puyoh



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

204	ADOF2-570373-2022	Abdulbasir A. Laliyah
205	ADOF2-570374-2022	Hanas S. Mahamod
206	ADOF2-570375-2022	Baby Cris Gloriane Tejro
207	ADOF2-570376-2022	Ibrahim A. Dammang
208	ADOF2-570377-2022	Bobby P. Asakil
209	ADOF2-570378-2022	Abdulaziz S. Said
210	ADOF2-570379-2022	Satra C. Milaham
211	ADOF2-570380-2022	Hashier D. Baglis
212	ADOF2-570381-2022	Lelang L. Munding
213	ADOF2-570382-2022	Abednego G. Omongia
214	ADOF2-570383-2022	Sheba C. Naing
215	ADOF2-570384-2022	Bernadette L. Dela Cruz
216	ADOF2-570385-2022	Ana Marie B. Abapo
217	ADOF2-570386-2022	Precy Ann F. Belono
218	ADOF2-570387-2022	Minibeth Sunshine O. Alindong
219	ADOF2-570388-2022	Erven G. Lagare
220	ADOF2-570389-2022	Analou C. Rebalbosa
221	ADOF2-570390-2022	Mary Joy C. Bunot
222	ADOF2-570391-2022	Shellane F. Murro
223	ADOF2-570392-2022	May I. Handugan
224	ADOF2-570393-2022	Elmer P. Malacat
225	ADOF2-570394-2022	Benrich Babe N. Ricalde
226	ADOF2-570395-2022	Jeramie P. Bucan
227	ADOF2-570396-2022	April Joy V. Dingcong
228	ADOF2-570397-2022	Almira Nova C. Amarille
229	ADOF2-570398-2022	Kyrk Raven T. Bulanon
230	ADOF2-570399-2022	Gemma M. Vibar
231	ADOF2-570400-2022	Junrey D. Badinas
232	ADOF2-570401-2022	Zaldo M. Ambabang
233	ADOF2-570402-2022	Analyn B. Mangan
234	ADOF2-570403-2022	Mary Centenna A. Durano
235	ADOF2-570404-2022	Asbie D. Bacundo
236	ADOF2-570405-2022	Rochelle Anne A. Felizarta
237	ADOF2-570406-2022	Norimar M. Lulu
238	ADOF2-570407-2022	Angelie L. Pellazar
239	ADOF2-570408-2022	Johanna Phoebe Mae G. Sagario
240	ADOF2-570409-2022	Setti Jesnina A. Tubal
241	ADOF2-570410-2022	Brian G. Manayon
242	ADOF2-570411-2022	Bresta Jean R. Lugsanay
243	ADOF2-570412-2022	Exceal C. Bornales
244	ADOF2-570413-2022	Sheila Mae T. Perez



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

245	ADOF2-570414-2022	Larry R. Somosa
246	ADOF2-570415-2022	Sweet Anne B. Gamulo
247	ADOF2-570416-2022	Rhea R. Villagracia
248	ADOF2-570417-2022	Isape Hope B. Bagaipo
249	ADOF2-570418-2022	Chonalisa I. Polinar
250	ADOF2-570419-2022	Kimbern King M. Rimpos
251	ADOF2-570420-2022	Rogel O. Garzon
252	ADOF2-570421-2022	Charmaine S. Calasang
253	ADOF2-570422-2022	Junjie P. Antona
254	ADOF2-570423-2022	Jonathan A. Ronquillo
255	ADOF2-570424-2022	Ronel O. Gazon
256	ADOF2-570425-2022	Reliena H. Callagon
257	ADOF2-570426-2022	Mary Marl T. Apatan
258	ADOF2-570427-2022	Ian B. Toledo
259	ADOF2-570428-2022	Shylen B. Racho
260	ADOF2-570429-2022	Sarah O. Rebecca
261	ADOF2-570430-2022	Jengkie M. Acojedo
262	ADOF2-570431-2022	Jessie Boy I. Benitez
263	ADOF2-570432-2022	Joefoe Rey L. Jalandoni
264	ADOF2-570433-2022	Mirriam A. Obille
265	ADOF2-570434-2022	Ian Loyd O. Eisma
266	ADOF2-570435-2022	Lozemil S. Jumawid
267	ADOF2-570436-2022	Jane Yvonne O. Lagare
268	ADOF2-570437-2022	Joie Jane E. Retes
269	ADOF2-570438-2022	Jhoanne G. Franco
270	ADOF2-570439-2022	Alejandro D. Jerusalem
271	ADOF2-570440-2022	Mariel T. Sael
272	ADOF2-570441-2022	Reahlyn M. Eisma
273	ADOF2-570442-2022	Ronil C. Pedrotos
274	ADOF2-570443-2022	Precy Jane T. Rosales
275	ADOF2-570444-2022	Sunday Jn V. Canton
276	ADOF2-570445-2022	Ezzel Lou J. Andus
277	ADOF2-570446-2022	Cherry Ann D. Indino
278	ADOF2-570447-2022	Rene S. Lamanilao

Chitubayan

PERSONNEL/brg/DM- Submit Pertinent Papers for Appointment
00016-2023/ 03222023



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**REQUIREMENTS FOR NEWLY HIRED
(Non-teaching)
Revised March 2023**

Directions:

- **Please submit documents fastened in one (1) paper folder according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.**
- **Please DO NOT attach extra pages/documents that are not stated in the list.**
- **Forms downloadable at www.csc.gov.ph**

Label: "CSC Documents"

- A. 3 copies** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- B. 2 copies** Original Work Experience Sheet
- C. 2 copies** Original Authenticated CSC Eligibility (must be certified by è CSC); PRC License if LET, etc. (must be certified by è PRC)
- D. 2 copies Oath of Office (Revised 2018)** Notarized by Private Atty., if Elem *Open Date, if possible.*
- E. 2 copies** Original PDF (Position Description Form) Revised 2017
- F. 1 photocopy** each Certificate of Employment (if newly hired)
- G. 1 photocopy** each Certificate of Trainings (if newly hired)

Label: "DIVISION Documents"

- A. 1 copy** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- B. 1 copy** Work Experience Sheet
- C. 2 copies** Transcript of Record Undergrad and Grad School, if any (Authenticated by the School Registrar)
- D. 4 copies** Form 211 (medical) revised 2018 with 1 PHOTOCOPY of results (neuro/psych test, Drug Test, Blood Test, Xray, Urinalysis)
- E. 2 copies** Marriage Contract (if married woman)
- F. 3 copies** Valid NBI Clearance
- G. 1 copy** PSA Birth Certificate
- H. 2 copies** PRC License
- I. 2 copies** PRC Rating
- J. 2 copies** Notarized by Private Atty. **Oath of Office (revised 2018)** *Open Date, if possible*
- K. 1 copy** Latest Notarized Sworn Statement of Assets and Liabilities
- L. 3 copies** BIR Form 1902 (Received by the BIR)/Photocopy of TIN Card
- M. 1 copy Service Record** (If casual or permanent employee of any government agencies. If not, pls. disregard)
- N. 1 copy** Filled out GSIS Membership Form
- O. 1 copy** PhilHealth Membership Data Form
- P. 1 copy** Pag-ibig Membership Data Form

Note: Please read and follow the instructions carefully.

Thank you! ☺

REQUIREMENTS FOR PROMOTION (NONTEACHING)

Revised March 2023

Directions:

- **Please submit documents fastened in one (1) paper folder according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.**
- **Please DO NOT attach extra pages/documents that are not stated in the list.**
- **Forms downloadable at www.csc.gov.ph**

Label: "CSC Documents"

- 3 copies** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- 2 copies** Original Work Experience Sheet
- 2 copies** PRC/CSC Eligibility (authenticated by the PRC and CSC)
- 2 copies** Notarized by Private Atty. **Oath of Office (Revised 2018)** *Open Date, if possible.*
- 2 copies** Original PDF (Position Description Form) Revised 2017

Label: "DIVISION Documents"

- 1 copy** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- 1 copy** Work Experience Sheet
- 2 copies** Transcript of Record Undergrad and Grad School, if any (Authenticated by the School Registrar or certified true copy)
- 4 copies** Form 211 (medical) revised 2018 with 1 PHOTOCOPY of results (neuro/psych test, Hematology, Blood Test, Chest PA, Urinalysis and Drug Test)
- 2 copies** Marriage Contract (if married woman)
- 2 copies** PRC/ CSC Eligibility
- 2 copies** Notarized by Private Atty. **Oath of Office (revised 2018)** *Open Date, if possible*
- 1 copy** Latest Notarized Sworn Statement of Assets and Liabilities CY 2022
- 1 copy** Latest IPCRF
- 2 copies** Original PDF (Position Description Form) Revised 2017

Note: Please read and follow the instructions carefully.

Thank you! ☺