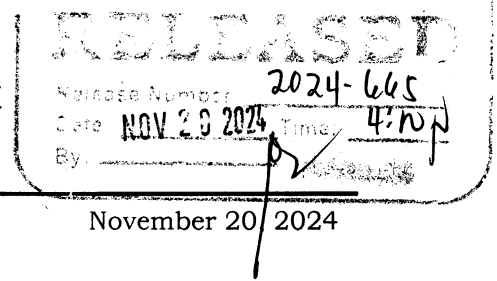


Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



November 20, 2024

DIVISION MEMORANDUM
OSDS No. 99s. 2024

SUBMISSION OF PERTINENT DOCUMENTS FOR APPOINTMENT

To: Public Schools District Supervisors/ Principals In-Charge
Public Elementary and Secondary School Heads
All Concerned Appointees
This Division

1. This Office requests the following prospective appointees to submit their pertinent documents for appointment not later than **November 29, 2024**.

NONTeaching Position/s		
NAME	POSITION TITLE	STATION
JESSEL B. GONZALES	ADMINISTRATIVE AIDE III	LEBAK NHS
AILYN M. DELOS SANTOS	ADMINISTRATIVE ASSISTANT II	BALUAN NHS-SHS
JENIMA A. MAURIN	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	LAMBAYONG II

2. The appointees can access all the necessary forms through their respective Administrative Officer II or via this link: <https://bit.ly/3vWntHw>.

3. Administrative Officers II are directed to assist the appointees with their documents and ensure that the information provided is thoroughly reviewed and accurate.

4. For your information and guidance.

CRISPIN A. SOLIVEN, JR., CESE
Schools Division Superintendent

Enclosure: None

Reference: None

To be indicated in the Perpetual Index under the following subjects

APPOINTMENT

DOCUMENTS

SUBMISSION

WPP/OSDS/DM-SUBMISSION OF PERTINENT DOCUMENTS FOR APPOINTMENT/ November 12, 2024



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