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

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June 3, 2026

DIVISION MEMORANDUM
No. OSDS-PS No. 102, s. 2026

SUBMISSION OF PERTINENT DOCUMENTS FOR APPOINTMENT

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Public Schools District Supervisors/ Principals In-Charge
Public Elementary and Secondary School Heads
Concerned Appointee
This Division

1. This Office requests the prospective appointee to submit his pertinent documents for appointment not later than **June 10, 2026**.

SCHOOL ADMINISTRATOR		
PRINCIPE O. OLINO	SCHOOL PRINCIPAL IV	ESPERANZA NHS

2. The appointee can access all the necessary forms through their respective Administrative Officer II or via this link: **https://tinyurl.com/33hswa5e.**

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

4. For your information and guidance.

CRISPIN A. SOLIVEN JR., CESO V
Schools Division Superintendent

Enclosure: None
Reference: None
To be indicated in the Perpetual Index under the following subjects
APPOINTMENT DOCUMENTS SUBMISSION
HBA/OSDS/DM-Submission of Pertinent Documents for Appointment/ June 3, 2026