



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

DEPARTMENT OF EDUCATION
DIVISION OF SULTAN KUDARAT
RECORDS SECTION

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August 07, 2026

DIVISION MEMORANDUM
OSDS-PS No. **157** 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 appointees to submit their pertinent documents for appointment not later than **August 13, 2026**.

SCHOOL ADMINISTRATOR	
NORON A. GALMAK	SCHOOL PRINCIPAL II
ROMEO E. CABANAYAN	SCHOOL PRINCIPAL II
LEODIE D. MONES	SCHOOL PRINCIPAL I
REZEL JOY R. SINGKALA	SCHOOL PRINCIPAL I

2. The appointees can access all the necessary forms through their respective Administrative Officer II or via this link: <https://tinyurl.com/33hswa5e>.
3. Concerned Administrative Officers II are directed to assist the appointees and ensure that the documents/information provided are thoroughly reviewed.
4. For your information and guidance.

KATHERINE H. LOTILLA

Assistant Regional Director
Concurrent, Officer-in-Charge
Office of the 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/ August 07, 2026