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

DEPARTMENT OF EDUCATION
DIVISION OF SULTAN KUDARAT
RECORDS SECTION
RELEASED
Release Number: 2026-525
Date: 30 SEP 2026 Time: 11:28 am

September 30, 2026

No. 201

DIVISION MEMORANDUM
OSDS-PS No. 201 s. 2026

SUBMISSION OF PERTINENT DOCUMENTS FOR APPOINTMENT

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

1. This Office requests the following appointees to submit their pertinent documents for appointment not later than **October 8, 2026.**

NONTEACHING		
EDILYN GRACE TIONGCO	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	MANGUDADATU ES
RAY P. PORAL JR.	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	BLACOL ES AND NALUM ES
JOHANNE GIULIA A. GARCIA	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	DIVISION OFFICE

2. The appointees can access all the necessary forms through their respective Administrative Officers II or via this link: **https://tinyurl.com/bdsjurt9**

3. Concerned Administrative Officers II are directed to assist the appointees and ensure that the documents/information provided are thoroughly reviewed.

4. For the guidance and compliance of all concerned.

ROBERTO J. MONTERO, 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/ September 30, 2026