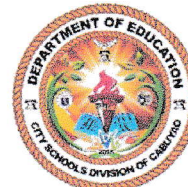


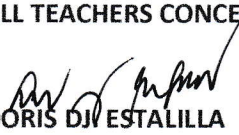


Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



MEMORANDUM

TO : PUBLIC SCHOOLS DISTRICT SUPERVISOR
SECONDARY SCHOOL HEADS
ALL TEACHERS CONCERNED

FROM : 
DORIS DJ ESTALILLA
OIC, Schools Division Superintendent

SUBJECT: POST-AUDITED PLANTILLA ALLOCATION LIST (PAL)

DATE : January 17, 2018

Please be informed that the Plantilla Allocation List (PAL) for reclassified positions (copy attached including the NOSCA) of the school personnel listed hereunder have already been approved and post-audited by the Department of Budget and Management (DBM):

1. Maria Niña A. Mendoza
2. Kristine Y. Zantua
3. Alicia A. Rada
4. Mark Lyndon P. Rafer
5. Celeste D. Bangate
6. Emily D. Cervantes
7. Greta B. Dolores

In view of this, they may now be advised to prepare the requirements in two (2) copies each except Form 212 which must be three (3) copies and submit to **SDO Cabuyao City** thru the Personnel Unit for the issuance of corresponding appointment on or before **January 26, 2018**:

1. CSC Form 212 revised 2017 (all original, with pictures and thumbmark)
2. PRC License or Certificate of Registration/Good Standing
3. PBET/LET Rating
4. Updated Service Record
5. Approved PAL
6. NOSCA
7. Latest approved appointment
8. Position Description Form

Please be guided accordingly.

UM - 019, s. 2018