



Republic of the Philippines  
**Department of Education**  
 MIMAROPA Region  
**Schools Division of Marinduque**

Department of Education  
 Division of Marinduque

RECORDS SECTION  
**RELEASE**  
 002513

Name: \_\_\_\_\_  
 Signature:   
 JUL 23 2024  
 Date: \_\_\_\_\_

**Office of the Schools Division Superintendent**

**MEMORANDUM**

To: Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 All Other Concerned

From:  **LYNN G. MENDOZA, EdD**  
 OIC-Schools Division Superintendent

Subject: **Submission of Documents of Senior High School Teachers on Provisional Status for SY 2024-2025**

Date: July 19, 2024

- Civil Service Commission Resolution No. 1801278 promulgated on November 20, 2018 re: Clarification on Provisional Appointments to Senior High School Teaching Positions state among others "Wherefore the CSC grants the automatic renewal of provisional appointments issued to teachers for the succeeding four (4) years after the issuance of the first provisional appointment to the same position as certified by the DepEd Schools Division Superintendent.
- In view of the foregoing statement, the listed Senior High School teachers who are on provisional status are required to submit the needed documents to the Division Office from July 22-26, 2024.

Jestony G. Basco.	Lawrence M. Rolluqui
Nelia L. Caampued	Lloyd Mark P. Sapungan
Arwin Jones M. Epa	Arleen Kay S. Sapungan
Nancy O. Logmao	Mark Gil J. Ypanto
Amalia A. Mameng	Timothy John N. Mandia
Mel Jay R. Recarro	Rachel P. Lintag
Petalyn Key M. Zoleta	B-Jay Soleta
Sharon S. Sapungan	

- Below is the list of documents needed:
  - 1 scanned copy of CSC Form 212 Personal Data Sheet (Revised 2017)
  - 1 scanned copy of NC II/TM (for TVL only)
  - 1 scanned copy of summary of rating of IPCR for SY 2023-2024
- Immediate and wide dissemination of this memorandum is desired.

*"Marinduque Heart of the Philippines  
 Lead to Excel, Excel to Lead"*



Malusak, Boac, Marinduque  
 Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
 •Tel. No.: (042) 754-0427 •Fax No.: (042) 332-1611