

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
Division of Davao Oriental

OATH OF OFFICE

I, Renalyn B. Catigan of Batobato Central Elem. School having been appointed to the position of ADAC II hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others that I may hereafter hold under the Republic of the Philippines; that I will bear true faith and allegiance to the same; that I will obey the laws, legal orders, and decrees promulgated by the duly constituted authorities of the Republic of the Philippines; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.



Renalyn B. Catigan
(Signature over Printed Name
of the Appointee)

Government ID: National ID
ID Number : 6452-3024-1963-9837
Date Issued : 03-18-2023

Subscribed and sworn to before me this 27th day of July,
2023 in Mati, Davao Oriental, Philippines.

Princess Melody L. Narcilla
PRINCESS MELODY L. NARCILLA
Public Attorney I
(Pursuant to R.A. 9406)



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO ORIENTAL

JUL 27 2023

Date

SPECIAL ORDER

No. S. 2021

RENALYN B. CATIGAN

Mr. / Mrs. / Ms.

Assignment Order

In view of the approval of your appointment as Permanent Administrative Assitant II in the Division of Davao Oriental, you are hereby advised of your assignment BATOBATO CES — SAN ISIDRO NORTH DISTRICT to perform the duties and responsibilities attached to your position and such other function as may be assigned to you.

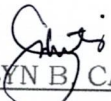
It is understood that you may be transferred / reassigned anytime to another school within the Division where you are presently deployed or where your services are needed by the undersigned.

It is further informed that your first day of service in school should be reported and submitted to the Human Resource Section by your School Head or School Principal immediately.

For strict compliance.


DR. JOSEPHINE L. FADUL
Schools Division Superintendent

CONFORMED:


RENALYN B. CATIGAN
Administrative Assitant II



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO ORIENTAL

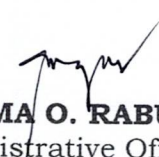
**CS Form No. 4
Revised 2018**

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Mr./Ms. Renalyn B. Catigan has assumed the duties and responsibilities as **Administrative Assistant II** of **Department of Education** effective JUL 27 2023.

This certification is issued in connection with the issuance of the appointment of Mr./Ms. Renalyn B. Catigan as **Administrative Assistant II**.

Done this _____ day of JUL 27 2023 in Mati City, Province of Davao Oriental.


EMMA O. RABUYA
Administrative Officer V

Date: JUL 27 2023

Attested by:


DR. JOSEPHINE L. FADUL
Schools Division Superintendent

201 file
Admin
COA
CSC

*For submission to CSC FO
within 30 days from the date
of assumption of the
appointee*

CS Form No. 33-A
Revised 2018



Republic of the Philippines
Department of Education

REGION XI
SCHOOLS DIVISION OF DAVAO ORIENTAL

Mr./Mrs./Ms.: RENALYN B. CATIGAN

(Stamp of Date of Receipt)

You are hereby appointed as ADMINISTRATIVE ASSISTANT II (SG-08 S-1)
(Position Title)

under PERMANENT status at the DEPARTMENT OF EDUCATION
(Permanent, Temporary, etc.) Office/Department/Unit)

with a compensation rate of NINETEEN THOUSAND SEVEN HUNDRED FORTY FOUR

₱ 19,744.00 pesos per month.

The Nature of this appointment is ORIGINAL* vice UNFILLED ITEM
(Original, Promotion, Etc.)

, who _____ with Plantilla Item No. _____
(Transferred, Retired, Etc.)

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This appointment shall take effect on the date of signing by the appointing officer/authority.

*The appointee is under probation for six (6) months upon Assumption to Duty.

Very Truly Yours,

DR. JOSEPHINE L. FADUL
Schools Division Superintendent

JUL 27 2023
Date of Signing

CSC ACTION :

AUTHORIZED OFFICIAL

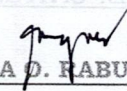
Date

(Stamp of Date of Release)

Certification

This is to certify that all requirements and supporting papers pursuant to CSC MC No. 24, s. 2017, as amended, have been complied with, reviewed and found to be in order

The position was published at CSC JOB PORTAL from 10/28/2022
to 11/07/2022 and posted in 3 conspicuous places in the Div.Office,DepEd DvoOr. website from 10/28/2022
to 11/07/2022 in consonance with R.A No. 7041. The assessment by the Human
Resource Merit Promotion and Selection Board (HRMPSB) started on 11/08/2022


EMMA D. RABUYA

Administrative Officer V

Certification

This is to certify that the appointee has been screened and found qualified
by the majority of the HRMPSB/Placement Committee during the deliberation held on 05/23/2023


MARIA GENEVIEVE T. FRANCISQUETE, CESO VI

Assistant Schools Division Superintendent
Chairperson, HRMPSB/Placement Committee

CSC NOTATION

ANY ERASURE OR ALTERATION ON THE CSC ACTION SHALL NULLIFY OR INVALIDATE THIS
APPOINTMENT EXCEPT IF THE ALTERATION WAS AUTHORIZED BY THE COMMISSION.

Acknowledgement

Original copy: for the Appointee
Original copy: for the Civil Service Commission
Original copy: for the Agency

Received original/photocopy of appointment on

07-27-2023