



Republic of the Philippines
Department of Education

REGION XI
SCHOOLS DIVISION OF DAVAO ORIENTAL

Mr./Mrs./Ms.: JAY MAR M. BAYON
DEPED, DIVISION OF DAVAO ORIENTAL

You are hereby appointed as ADMINISTRATIVE OFFICER II (SG-11 N-1)
(Position Title)

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

with a compensation rate of TWENTY THREE THOUSAND EIGHT HUNDRED SEVENTY SEVEN
₱ 23,877.00 pesos per month.

The Nature of this appointment is ORIGINAL* vice 2021 NEW 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,

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

DEC 14 2021

Date of Signing

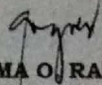
CSC ACTION :

AUTHORIZED OFFICIAL

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 09/09/2021
to 09/22/2021 and posted in 3 conspicuous places in the Div Office, DepEd DvoOr. website from 09/09/2021
to 09/22/2021 in consonance with R.A No. 7041. The assessment by the Human
Resource Merit Promotion and Selection Board (HRMPSB) started on 09/23/2021


EMMA O. 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 11/16/2021


MARIA GENEVIEVE T. FRANCISQUETE, EdD

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 COMISSION.

Acknowledgement

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

Received original/photocopy of appointment on
DECEMBER 15, 2021.


JAY MAR B. BAYON
Appointee



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

DEC 14 2021

Date

SPECIAL ORDER

No. S. 2021

JAY MAR M. BAYON

Mr. / Mrs. / Ms.

Assignment Order

In view of the approval of your appointment as Permanent Administrative Officer II in the Division of Davao Oriental, you are hereby advised of your assignment

BANTAY IS — CARAGA SOUTH

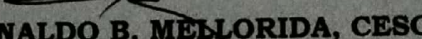
DISTRICT

to perform the duties and responsibilities attached to your position and such other function as may be assigned to you.

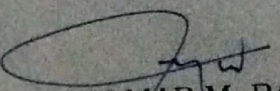
It is understood that you may be transferred / reassigned anytime to another school within the Division where you are presently deployed or where your services are needed by the undersigned.

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.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

CONFORMED:


JAY MAR M. BAYON
Administrative Officer II



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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. Jay Mar M. Bayon has assumed the duties and responsibilities as **Administrative Officer II** of **Department of Education** effective DECEMBER 15, 2021.

This certification is issued in connection with the issuance of the appointment of Mr./Ms. Jay Mar M. Bayon as **Administrative Officer II**.

Done this 15th day of DECEMBER 2021 in Mati City, Province of Davao Oriental.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

Date: 12-15-2021

Attested by:

EMMA O. RABUYA
Administrative Officer V

201 file
Admin.
COA
CSC

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

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
Division of Davao Oriental

OATH OF OFFICE

I, JAY MARK M. BAYON of BAUTAY IS. CANABA SOUTH DISTRICT having been appointed to the position of ADMINISTRATIVE OFFICER 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.



JAY MARK M. BAYON
(Signature over Printed Name
of the Appointee)

Government ID: PRE
ID Number: 0031490
Date Issued: 12/06/2018

Subscribed and sworn to before me this 15th day of DECEMBER
2021 in MATI CITY DAVAO ORIENTAL, Philippines.

JOSE M. CASTELLANO
Public Attorney I
Pursuant to R.A. No. 9406