



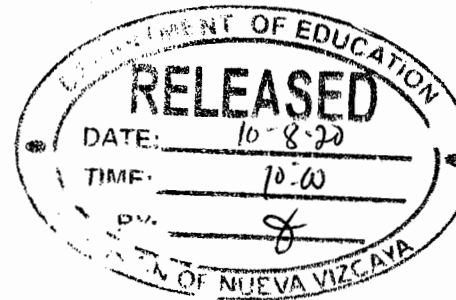
Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF NUEVA VIZCAYA

08 October 2020

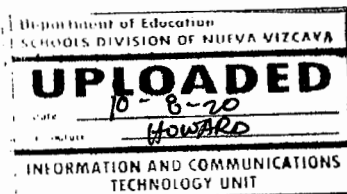
DIVISION MEMORANDUM
 No. 270, s. 2020


RE-APPOINTMENT OF ALL INCUMBENT NURSE 2

To: OIC-Assistant Schools Division Superintendent
 CID and SGOD Chiefs
 Education Program Supervisors
 Public Schools District Supervisors/District In Charge
 Elementary and Secondary School Heads
 All Others Concerned



1. As per received communication coming from the **Department of Budget and Management Regional Office II**, we would like to inform the field that the upgrading of the entry level of Nurse position by four (4) salary grades (SG). i.e., from SG-11 to SG-15, as well as the modification in the position attributes of the remaining Nurse items in the series, pursuant to **DBM Budget Circular (BC) No. 2020-4 dated July 17, 2020** have already been effected in the Personnel Itemization Plantilla of our Division.
2. Therefore, all incumbent Nurses are mandated to submit all pertinent documents enumerated in the attached list (*Attachment 1*) until October 21, 2020 at the **Human Resource Management Office** through the **Records section** for the processing of their re-appointment.
3. For the discussion and clarification regarding this matter, may we invite all nurses for a meeting on October 13, 2020 at **2:00PM** through this google link <https://meet.google.com/fcn-ukov-ewp>
4. For information, guidance and strict compliance.




RACHEL R. LLANA, Ph.D., CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent



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Attachment I

**CHECKLIST OF RAPPOINTMENT
(ALL IN 3 COPIES)**

1. Form 212 (Personal Data Sheet, Revised 2017) *with Work Experience Sheet*
2. Authenticated PRC License (by PRC/CSC Regional Personnel)
 - (3 Original Authenticated Copies)
3. Oath of Office (Revised 2018)
4. Form 1 (Position Description Form with Duties and Responsibilities)
5. Form 211 (Medical Certificate, Revised 2018, including Medical Lab Test Results)
6. Psycho-Neuro Examination (1 Original 2 photocopies)
7. Latest Approved Appointment (3 photocopies)
8. Updated Service Record (1 Original and 2 photocopies)
9. Signed Latest Copy of Performance Rating/IPCRF

Note: When submitting please arrange according to the checklist



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