



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ

September 8, 2021

DIVISION ADVISORY

No. **333** s. 2021

**SUBMISSION OF DOCUMENTS OF TEACHER APPLICANTS, SY 2021-2022
BY SCHOOL HEADS**

To: Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others concerned

1. All public school heads are hereby informed of the submission of all teacher applicants documents to the division office on September 10, 2021 on the following time slots and the focal person to contact prior to submission:

MRS. DONA PARALES- Mobile #09982689420	September 10, 2021, 8:30-9:30 am
DISTRICT OF CUARTERO	
DISTRICT OF DAO	
DISTRICT OF DUMALAG	
MRS. GLENDA CABANTUG- Mobile #09154273679	September 10, 2021, 9:30-10:30 am
DISTRICT OF DUMARAO	
DISTRICT OF IVISAN	
DISTRICT OF JAMINDAN	
MRS. MARY GARCE DARADAR- Mobile #09564660769	September 10, 2021, 10:30-11:30 am
DISTRICT OF MAAYON	
DISTRICT OF MAMBUSAO EAST	
DISTRICT OF MAMBUSAO WEST	
MRS. AGNES GALLARDO- Mobile #09204331243	September 10, 2021, 1:00-2:00 pm
DISTRICT OF PANAY	
DISTRICT OF PANITAN	
DISTRICT OF PILAR	
MRS. ARMIGA GONZALES- Mobile #09309178594	September 10, 2021, 2:00-3:00 pm
DISTRICT OF PONTEVDERA	
DISTRICT OF PRES. ROXAS	
DISTRICT OF SAPIAN	
MR. IAN BARCENAS- Mobile #09185233416	September 10, 2021, 3:00-4:00 pm
DISTRICT OF SIGMA	
DISTRICT OF TAPAZ EAST	
DISTRICT OF TAPAZ WEST	

2. It is understood that minimum health and safety protocols are observed in the conduct of this activity.
3. In order to ensure an organized pile of documents, please follow this procedure:
 - a. Make a checklist, one each for elementary, JHS, and SHS, if applicable



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>

- b. Make sure that folders are bundled together in this manner:
 - i. Elementary – 1 bundle only
 - ii. JHS and SHS – by subject area
 - iii. Put a “paha-paha” in each bundle with the label on it:
 - District Name**
 - School Name**
 - Level (Elementary, JHS-Subject, SHS-Subject)**
 - c. Call/Text the focal person before traveling to the division office in order to make sure that they are onsite. If not, please ask who will take over.
 - d. Upon arrival at the division office, proceed to the Multi-purpose hall. Do not pass through the Receiving Section anymore but contact again the focal person.
 - e. Guided by the focal person, place your folders in the assigned area for your district.
4. Expenses incurred in the conduct of this activity may be charged against local funds subject to the usual accounting and auditing rules and regulations.
 5. For your information and compliance.

SALVADOR O. OCHAVO, JR. EdD, CESO V
Schools Division Superintendent *ju*

SEP 08 2021

