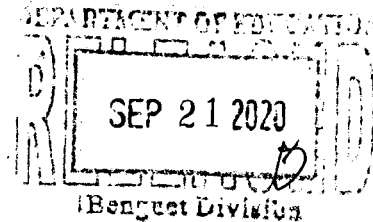


Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
 Stockfarm, Wangal, La Trinidad, Benguet, 2601
 Tel/Fax No.: (074) 422-6570



SDO MEMORANDUM

No. 199 s. 2020



TO: All Concerned PSDSs/CPs
 All Concerned School Heads Elementary and Secondary
 All Incumbent holders of Nurse II Positions (SDO and Field)

DATE: September 21, 2020

FROM:  BENILDA M. DAYTACA, EdD, CESO VI
 OIC-Schools Division Superintendent

SUBJECT: SUBMISSION OF DOCUMENTS OF INCUMBENT NURSES II FOR REAPPOINTMENT PURPOSES

- Pursuant to DBM Budget Circular (BC) No. 2020-4 dated July 17, 2020 entitled: "Upgrading of the Entry Level of Nurse Positions" in all Departments, Bureaus, Offices and Agencies of the National Government, State Universities and Colleges, GOCCs and Local Government Units and that the upgrading of the entry level of Nurse positions by four (4) salary grades (SG) (i.e., from SG 11 to SG 15) of concerned agencies as well as the modification in the position attributes have already been effected in the Personnel Services Itemization Plantilla of Personnel (PSIPOP) 2020, per DBM – CAR letter dated August 13, 2020. Please refer to your PSIPOP, FY 2020 for said updates, retitled to Nurse I, same Salary Grade 15.
- Section 8.0, item 8.1 "Modifications in the Position Attributes of the Nurse Positions are as follows:

FROM	SALARY GRADE	TO	SALARY GRADE
*NURSE II (DepEd)	15	NURSE I	15
NURSE III	17	NURSE II	17
NURSE IV	19	NURSE III	19
NURSE V	20	NURSE IV	20
NURSE VI	22	NURSE V	22
NURSE VII	24	NURSE VI	24

- Further, bullet 2 of paragraph 2 of the DBM-CAR letter dated August 13, 2020 states: "Issuance of Appointments to incumbents of Nurse II to Nurse VII items affected by the modification in the position attributes (Numerical Suffix), following the procedures by the Civil Service Commission should be undertaken.
- In this connection, all concerned are requested to submit pertinent documents, **duly accomplished** on or before October 2, 2020 to support the preparation and issuance of their appointments to be submitted at the CSC-BFO for attestation, to wit:
 - 4 copies CS Form 212 (Personal Data Sheet) downloadable at the CSC Website, with latest ID picture with name tag
 - 2 photocopies of PRC Rating and Unexpired PRC License
 - 3 copies BSC-DBM Form I (Position Description Form)
 - 4 copies CS Form Oath of Office

- g. Updated Service Record
 - h. 2 copies Official transcript of records (BSN)
 - i. 2 copies of Birth Certificate
 - j. 2 copies of Marriage Certificate, if applicable
5. All transacting clients, stakeholders and partners in education are required to observe health protocols, wearing of face masks/face shields as well as health protocols at the Office entrance should be observed.
6. Immediate dissemination of this Memo to all concerned is enjoined.

To be indicated in the Perpetual Index
Under the following subjects:

UPGRADING/MODIFICATION

REAPPOINTMENT

NURSE POSITIONS