



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region V
SCHOOLS DIVISION OF SORSOGON
Sorsogon



41719
June 21, 2019

DIVISION MEMORANDUM
No. 109, s. 2019

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT
FOR RECLASSIFICATION OF ITEMS**

To: Public Schools District Supervisors
School Principals
School Heads, Public Elementary and Secondary Schools
Concerned Teachers

We are pleased to inform you of the approval of the upgrading of positions, due to approved Equivalent Record Forms of the Division of Sorsogon – Elementary and Secondary Education. Per Notice of Organization, Staffing and Compensation Action (NOSCA) No. 0502019-06-014 dated June 17, 2019, the following teachers are requested to submit their pertinent papers for promotion due to reclassification of items:

NAME	POSITION TITLE	ITEM NUMBER	PLANTILLA
ADORABLE, EDRALYN MAE MAGALLANES	TEACHER III	OSEC-DECSB-TCH3-390507-2019	ELEMENTARY
ALTAVANO, ROMAN JR MADRIDEO	TEACHER III	OSEC-DECSB-TCH2-390504-2019	ELEMENTARY
ANDES, JUVELYN GRONA	TEACHER III	OSEC-DECSB-TCH3-390443-2019	ELEMENTARY
ANONUEVO, ALMA LORENTE	TEACHER III	OSEC-DECSB-TCH3-390473-2019	ELEMENTARY
ARCIAGA, MARITESS BARREDA	TEACHER III	OSEC-DECSB-TCH3-390494-2019	ELEMENTARY
ARDALES, JOYCE LACOSTALES	TEACHER III	OSEC-DECSB-TCH3-390444-2019	ELEMENTARY
AVISADO, MILANE GUERIBA	TEACHER III	OSEC-DECSB-TCH3-390452-2019	ELEMENTARY
BAGASALA, MARICEL LISAY	TEACHER III	OSEC-DECSB-TCH3-390419-2019	JUPI NHS
BAÑEGA, ARIANNE SOLOMON	TEACHER III	OSEC-DECSB-TCH3-390506-2019	ELEMENTARY
BAÑEGA, CUTYLYN ANTONIO	TEACHER III	OSEC-DECSB-TCH3-390428-2019	MAGALLANES NHS
BARCELO, LORLYN FURO	TEACHER III	OSEC-DECSB-TCH3-390518-2019	KINDERGARTEN
BARCENAS, RUBEN JR TOLOSA	TEACHER III	OSEC-DECSB-TCH3-390421-2019	SAN ISIDRO NHS
BAYOS, MARIA LOURDES QUITO	TEACHER III	OSEC-DECSB-TCH3-390512-2019	ELEMENTARY
BELANDO, ROGIE ESPORLAS	TEACHER III	OSEC-DECSB-TCH3-390477-2019	ELEMENTARY

BELMONTE, JONNA HAQUIHACA	TEACHER III	OSEC-DECSB-TCH3-390480-2019	ELEMENTARY
BERNARTE, JENIFFER BRIJUEGA	TEACHER III	OSEC-DECSB-TCH3-390470-2019	ELEMENTARY
BON, CATHERINE POSTIGO	TEACHER III	OSEC-DECSB-TCH3-390513-2019	ELEMENTARY
BUBAN, MARY ANN MEDIANA	TEACHER III	OSEC-DECSB-TCH3-390463-2019	ELEMENTARY
BUEN, JOCELYN MALAYO	TEACHER III	OSEC-DECSB-TCH3-390509-2019	ELEMENTARY
CABARLES, SHIELA MAGPAYO	TEACHER III	OSEC-DECSB-TCH3-390459-2019	ELEMENTARY
CAMPOSANO, CHALYN ESTEVES	TEACHER III	OSEC-DECSB-TCH3-390478-2019	ELEMENTARY
CANON, GLADYS LOPOS	TEACHER III	OSEC-DECSB-TCH3-390440-2019	BAYASONG NHS
CANON, ISAGANI OMBAO	TEACHER III	OSEC-DECSB-TCH3-390439-2019	BAYASONG NHS
CARRASCAL, CELESTE AÑONUEVO	TEACHER III	OSEC-DECSB-TCH3-390429-2019	MAGALLANES NHS
CARVAJAL, JACQUELINE BELMONTE	TEACHER III	OSEC-DECSB-TCH3-390446-2019	ELEMENTARY
CAYETANO, GENEROSO DOCTOR	TEACHER III	OSEC-DECSB-TCH3-390484-2019	ELEMENTARY
CIELO, APRIL ROSE GAYTA	TEACHER III	OSEC-DECSB-TCH3-390499-2019	ELEMENTARY
DELOVINO, JOEY GIMENA	TEACHER III	OSEC-DECSB-TCH3-390514-2019	ELEMENTARY
DETERA, ANTHONY DIMAANO	TEACHER III	OSEC-DECSB-TCH3-390455-2019	ELEMENTARY
DEVERLA, EDUARDO JR. GAÑOLA	TEACHER III	OSEC-DECSB-TCH3-390431-2019	LAJONG NHS
EM, MA GRACIA ENGAY	TEACHER III	OSEC-DECSB-TCH3-390436-2019	BENTUCO NHS
ESCANDOR, ARNIE ERGINA	TEACHER III	OSEC-DECSB-TCH3-390515-2019	KINDERGARTEN
ESCANILLA, ROWENA BUENAAGUA	TEACHER III	OSEC-DECSB-TCH3-390489-2019	ELEMENTARY
ESCANILLA, SHERRI GUARDACASA	TEACHER III	OSEC-DECSB-TCH3-390479-2019	ELEMENTARY
ESPINOLA, RENNIE ESTABAYA	TEACHER III	OSEC-DECSB-TCH3-390435-2019	BENTUCO NHS
ESPOSADO, JOAN HIMOR	TEACHER III	OSEC-DECSB-TCH3-390495-2019	ELEMENTARY
FLORES, ROMEO JR. DELA CRUZ	TEACHER III	OSEC-DECSB-TCH3-390434-2019	BUENAVISTA NHS
FORTIN, BABY LYN GALON	TEACHER III	OSEC-DECSB-TCH3-390454-2019	ELEMENTARY
FORTUNO, JENNYLYN GALPA	TEACHER III	OSEC-DECSB-TCH3-390504-2019	ELEMENTARY
FRANCISCO, RIZA GERMEDIA	TEACHER III	OSEC-DECSB-TCH3-390487-2019	ELEMENTARY
FRESA, ANALYN BORSIGUE	TEACHER III	OSEC-DECSB-TCH3-390505-2019	ELEMENTARY
FULGAR, VERNIE FULO	TEACHER III	OSEC-DECSB-TCH3-390460-2019	ELEMENTARY

FULGUERAS, MARITES HINA	TEACHER II	OSEC-DECSB-TCH2-390503-2019	BUTAG SOF
FULLER, MIRASOL GIGANTONE	TEACHER III	OSEC-DECSB-TCH3-390490-2019	ELEMENTARY
FURTON, ROSITA GREGORY	TEACHER III	OSEC-DECSB-TCH3-390425-2019	PILI NHS
GABALES, MARIBEL FURIO	TEACHER III	OSEC-DECSB-TCH3-390433-2019	BULUSAN NHS
GABIONZA, JOSEBEL DOLLISON	TEACHER III	OSEC-DECSB-TCH3-390461-2019	ELEMENTARY
GABITO, JUVYLYN GAJO	TEACHER III	OSEC-DECSB-TCH3-390458-2019	ELEMENTARY
GALORA, REA FIRMANES	TEACHER III	OSEC-DECSB-TCH3-390430-2019	MACABARI NHS
GARINTO, CHRISTIL GARALDE	TEACHER III	OSEC-DECSB-TCH3-390467-2019	ELEMENTARY
GAVARRA, VANESSA BANZAGALES	TEACHER III	OSEC-DECSB-TCH3-390468-2019	ELEMENTARY
GAVINO, FLORENCE GATON	TEACHER III	OSEC-DECSB-TCH3-390420-2019	SAN ISIDRO NHS
GIMPAO, RUBY DOLOIRAS	TEACHER III	OSEC-DECSB-TCH3-390472-2019	ELEMENTARY
GO, MERLY ESPAÑO	TEACHER III	OSEC-DECSB-TCH3-390448-2019	ELEMENTARY
GOBIS, SHARON BONTIGAO	TEACHER III	OSEC-DECSB-TCH3-390445-2019	ELEMENTARY
GORDOLA, MARIA LUISA LARA	TEACHER III	OSEC-DECSB-TCH3-390423-2019	SAN FRANCISCO NHS
GRACILLA, MICHELLE HONA	TEACHER III	OSEC-DECSB-TCH3-390447-2019	ELEMENTARY
GUARDIAN, RICA MAE GITANA	TEACHER III	OSEC-DECSB-TCH3-390516-2019	KINDERGARTEN
GUARDIAN, ROMA SENTES	TEACHER III	OSEC-DECSB-TCH3-390450-2019	ELEMENTARY
GUELAS, MARISOL MORILLA	TEACHER III	OSEC-DECSB-TCH3-390510-2019	ELEMENTARY
GUIRUELA, ANNALIZA LAGADIA	TEACHER III	OSEC-DECSB-TCH3-390471-2019	ELEMENTARY
GUTAY, MARRISA GIMORO	TEACHER III	OSEC-DECSB-TCH3-390432-2019	FG GLUA NHS
HAGAD, JASON CAMPOSANO	TEACHER III	OSEC-DECSB-TCH3-390485-2019	ELEMENTARY
HAGAD, MA. CARMELA ROSAS	TEACHER III	OSEC-DECSB-TCH3-390497-2019	ELEMENTARY
HILA, LIEZEL HERNAN	TEACHER III	OSEC-DECSB-TCH3-390483-2019	ELEMENTARY
HISARZA, ARLENE ANDES	TEACHER III	OSEC-DECSB-TCH3-390493-2019	ELEMENTARY
HUEVOS, MARGIE MORTEGA	TEACHER III	OSEC-DECSB-TCH3-390517-2019	KINDERGARTEN
HUGO, MARIBEL MARVILLA	TEACHER III	OSEC-DECSB-TCH3-390511-2019	ELEMENTARY
JAMOLIN, ARIANE BORRES	TEACHER III	OSEC-DECSB-TCH3-390498-2019	ELEMENTARY
LAGATA, RUSSEL GRIARTE	TEACHER III	OSEC-DECSB-TCH3-390462-2019	ELEMENTARY

LASTRILLA, JESSICA SANDRA FORTE	TEACHER III	OSEC-DECSB-TCH3-390492-2019	ELEMENTARY
LLABRES, IRENE CABAB	TEACHER III	OSEC-DECSB-TCH3-390456-2019	ELEMENTARY
LLANETA, KRITCHEN BELANDO	TEACHER III	OSEC-DECSB-TCH3-390476-2019	ELEMENTARY
LLONA, EVELYN APIN	TEACHER III	OSEC-DECSB-TCH3-390475-2019	ELEMENTARY
LOGIA, GLENDA LLAVANES	TEACHER III	OSEC-DECSB-TCH3-390474-2019	ELEMENTARY
LOPEZ, ISMAEL JR. NANTIZA	TEACHER III	OSEC-DECSB-TCH3-390441-2019	BANTAYAN NHS
LOSITO, JUSIE LITA	TEACHER III	OSEC-DECSB-TCH3-390481-2019	ELEMENTARY
MADEJA, REYMAR LLENO	TEACHER III	OSEC-DECSB-TCH3-390438-2019	BAYASONG NHS
MAGDARAOG, RIO SALVE GARALDE	TEACHER III	OSEC-DECSB-TCH3-390427-2019	MATNOG NHS
MARBELLA, LYZLE NABALONA	TEACHER III	OSEC-DECSB-TCH3-390466-2019	ELEMENTARY
MATOCIÑOS, SEONNY MIRABETE	TEACHER III	OSEC-DECSB-TCH3-390442-2019	ELEMENTARY
MENDOZA, EMELINA DICEN	TEACHER III	OSEC-DECSB-TCH3-390426-2019	MAYON NHS
NUÑEZ, ADONIS GALOSO	TEACHER III	OSEC-DECSB-TCH3-390453-2019	ELEMENTARY
ORIEL, JULITA NARVADEZ	TEACHER III	OSEC-DECSB-TCH3-390469-2019	ELEMENTARY
ORTIZ, EMIL ESCANILLA	TEACHER III	OSEC-DECSB-TCH3-390491-2019	ELEMENTARY
PANTUA, MARLENE BANDOLA	TEACHER III	OSEC-DECSB-TCH3-390451-2019	ELEMENTARY
PAULINO, NAOMI LORICA	TEACHER III	OSEC-DECSB-TCH3-390457-2019	ELEMENTARY
PEBRERO, MARJORIE FULLA	TEACHER III	OSEC-DECSB-TCH3-390503-2019	ELEMENTARY
PEDROSA, LARRY MAPISCAY	TEACHER III	OSEC-DECSB-TCH3-390496-2019	ELEMENTARY
PENTECOSTE, MELIZA ATRACTIVO	TEACHER III	OSEC-DECSB-TCH3-390486-2019	ELEMENTARY
POLO, CINDY GRACILLA	TEACHER III	OSEC-DECSB-TCH3-390488-2019	ELEMENTARY
RAFAEL, MARIBETH BALDILLO	TEACHER III	OSEC-DECSB-TCH3-390500-2019	ELEMENTARY
RAMOS, JENELYN BOTALON	TEACHER III	OSEC-DECSB-TCH3-390437-2019	BAYASONG NHS
RAMOS, MA GAUDELYN HITOSIS	TEACHER III	OSEC-DECSB-TCH3-390465-2019	ELEMENTARY
SABALBORO, AIMELYN GARALDE	TEACHER III	OSEC-DECSB-TCH3-390502-2019	ELEMENTARY
SALCEDO, SHERRY LEAN ESPINAS	TEACHER III	OSEC-DECSB-TCH3-390449-2019	ELEMENTARY
SALES, LINLYN CAPINIG	TEACHER III	OSEC-DECSB-TCH3-390508-2019	ELEMENTARY
SANDIA, MERJORIE MILLENA	TEACHER III	OSEC-DECSB-TCH3-390424-2019	SALVACION NHS

TAN, MARIA SALOME ESCULLAR	TEACHER III	OSEC-DECSB-TCH3-390501-2019	ELEMENTARY
TANA, NELLY ESQUIVEL	TEACHER III	OSEC-DECSB-TCH3-390464-2019	ELEMENTARY
TIMOG, LEWILYN LOBRIN	TEACHER III	OSEC-DECSB-TCH3-390482-2019	ELEMENTARY
VARGAS, THERESA MADRONA	TEACHER III	OSEC-DECSB-TCH3-390422-2019	SAN FRANCISCO NHS

**REQUIREMENTS FOR APPOINTMENT FOR PROMOTION
DUE TO RECLASSIFICATION OF ITEMS**

- 1 piece White Folder with Plastic Cover
- 2 copies Photocopy of Approved ERF
- 2 copies Oath of Office (revised 2018 form as per OHRA-ORA)
- 2 copies Position Description Form or Form 122-D (revised form as per OHRA-ORA)
- 2 copies Form 212 (revised form as per OHRA-ORA)
- 2 copies Certificate of Rating (authenticated by PRC)
- 2 copies Photocopy of PRC License (authenticated by PRC)
- 2 copies Certificate of Good Standing (authenticated by PRC)
- 2 copies Marriage Contract (if applicable)
- 1 copy Latest Appointment
- 1 copy Updated Service Record

POSITION DESCRIPTION OF TEACHER III & TEACHER II

1. Teaches one or more grades/levels using appropriate and innovative teaching strategies.
2. Facilitates learning in the elementary/secondary schools through functional lesson plans (for new teachers up to 3 years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate and updated instructional materials
3. Monitors and evaluates pupils/students' progress
4. Undertakes activities to improve performance indicators
5. Maintains updated pupil's/students' progress regularly
6. Supervises curricular and co-curricular projects and activities
7. Maintains updated pupil/student school records
8. Counsels and guides pupils/students
9. Supports activities of governmental and non-governmental organizations
10. Conducts Action Plan
11. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere
12. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders
13. Does related work

Kindly submit the requirements listed above **on or before July 5, 2019** at the Receiving Area (Window 1) of the Personnel Section of DepEd Schools Division Office. All photocopied documents must be authenticated by the Division Records Officer.

For guidance and compliance.


LOIDA M. NIDEA, Ed.D., CESO V
 Schools Division Superintendent