



Republic of the Philippines  
Department of Education  
Region V  
SCHOOLS DIVISION OF SORSOGON

November 17, 2020

DIVISION MEMORANDUM  
No. 183 s. 2020

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

1. This is to inform all concerned of the approval for the upgrading of positions of the teachers listed herein per Notice of Organization, Staffing and Compensation Action (NOSCA) No. 0502020-10-028 dated October 16, 2020.
2. All concerned are requested to submit their Pertinent Papers for Promotion on or before November 30, 2020 at the Records Section of DepEd Schools Division Office.

| NO. | SCHOOL        | NAME OF INCUMBENT                | POSITION TITLE | ITEM NUMBER                    |
|-----|---------------|----------------------------------|----------------|--------------------------------|
| 1   | ELEMENTARY    | ADRAO, PINKY NICOL               | MT II          | OSEC-DECSB-MTCHR2-390017-2020  |
| 2   | ELEMENTARY    | DEDASE, MARILYN LAZONA           | MT I           | OSEC-DECSB-MTCHR1-390194-2020  |
| 3   | ELEMENTARY    | OROSCO, CARMEN BETIS             | MT I           | OSEC-DECSB-MTCHR1-390195-2020  |
| 4   | ELEMENTARY    | BESUSTRINGUE, ANA LIZA BRIOSO    | MT I           | OSEC-DECSB-MTCHR1-390196-2020  |
| 5   | ELEMENTARY    | OBSUM, SALVACION REGIDOR         | MT I           | OSEC-DECSB-MTCHR1-390197-2020  |
| 6   | ELEMENTARY    | TRINIDAD, SALLY SAMANIEGO        | MT I           | OSEC-DECSB-MTCHR1-390198-2020  |
| 7   | ELEMENTARY    | TAN, JOSIE ALTAREJOS             | MT I           | OSEC-DECSB-MTCHR1-390199-2020  |
| 8   | ELEMENTARY    | MONZALES, REJANAH FRANCIA SANTOS | MT I           | OSEC-DECSB-MTCHR1-390200-2020  |
| 9   | ELEMENTARY    | REALUYO, MAE SHIELA ASUSANO      | MT I           | OSEC-DECSB-MTCHR1-390201-2020  |
| 10  | CASIGURAN TVS | DICHOSO, MICHAEL CADAG           | MT II          | OSEC-DECSB-MTCHR2-390018-2020  |
| 11  | CASIGURAN TVS | MEDENILLA, MARIA CYNTHIA GONZA   | MT II          | OSEC-DECSB-MTCHR2-390019-2020  |
| 12  | CASIGURAN TVS | MENDIZABAL, NIDA DOLLENTE        | HT IV          | OSEC-DECSB-HTEACH4-390020-2020 |
| 13  | CASIGURAN TVS | FUNELAS, NERISSA ALCOMENDAS      | HT I           | OSEC-DECSB-HTEACH1-390021-2020 |
| 14  | CASIGURAN TVS | HIJE, RICA POLLOSO               | HT I           | OSEC-DECSB-HTEACH1-390022-2020 |
| 15  | CASIGURAN TVS | JALMASCO, LEO BALAORO            | MT I           | OSEC-DECSB-MTCHR1-390202-2020  |
| 16  | CASIGURAN TVS | GRULLA, ROLANDO ALCOMENDAS       | MT I           | OSEC-DECSB-MTCHR1-390203-2020  |
| 17  | CASIGURAN TVS | ANTIQUIRA, NOEL PURINO           | MT I           | OSEC-DECSB-MTCHR1-390204-2020  |
| 18  | CASIGURAN TVS | ESTADULA, SIONY LATONIO          | MT I           | OSEC-DECSB-MTCHR1-390205-2020  |
| 19  | JUBAN HS      | FUENSALIDA, GINA SANTIAGO        | MT I           | OSEC-DECSB-MTCHR1-390206-2020  |
| 20  | JUBAN HS      | GRATUITO, GINA HERRERO           | MT I           | OSEC-DECSB-MTCHR1-390207-2020  |
| 21  | JUBAN HS      | CALAYO, MARICEL BITANCOR         | HT I           | OSEC-DECSB-HTEACH1-390023-2020 |
| 22  | MATNOG NHS    | NACION, JASMIN PUERTOLLANO       | HT I           | OSEC-DECSB-HTEACH1-390024-2020 |
| 23  | MATNOG NHS    | GARRIDO, ENGELBERT GARBIN        | MT I           | OSEC-DECSB-MTCHR1-390208-2020  |
| 24  | MATNOG NHS    | GOJOL, AVE BUEZA                 | HT I           | OSEC-DECSB-HTEACH1-390025-2020 |
| 25  | MATNOG NHS    | GUAN, MEL JOHN PATRICIO          | MT I           | OSEC-DECSB-MTCHR1-390209-2020  |
| 26  | MATNOG NHS    | GABAD, MARIA LEA CALAMDAG        | MT I           | OSEC-DECSB-MTCHR1-390210-2020  |
| 27  | MATNOG NHS    | BINAS, NESELYN GARLAN            | MT I           | OSEC-DECSB-MTCHR1-390211-2020  |



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3. Below are the list of requirements for appointment.

| CSC FILE (BLUE FOLDER)   | 201 FILE (GREEN FOLDER)       |
|--|-------------------------------|
| 1 - Photocopy of Approved ERF  | 1 - Photocopy of Approved ERF |
| 2 - Oath of Office   | 1 - Latest Appointment        |
| 2 - Form 122-D (signed by the School Head)                                   | 1 - Updated Service Record    |
| 2 - Form 212 (signed by the Division AO V or Legal Officer)                  |                               |
| 2 - **CSC Certificate of Eligibility (for PBET Passers Only)                 |                               |
| 1 - Original PRC Authenticated Copy of PRC License                           |                               |
| 1 - Original PRC Certificate of Rating                                       |                               |
| 1 - Original PRC Certificate of Good Standing                                |                               |
| 1 - Authenticated copy of PSA Marriage Contract (for female appointees only) |                               |

4. This shall be indicated in the CSC Form 122-D.

**FOR HEAD TEACHER I and HEAD TEACHER IV:**

BOX NO. 19: Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

**BOX NO. 20:**

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|--|
| 1. Supports School-Based Management (SBM)  |
| 2. Assists in the development and implementation of School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP) |
| 3. Ensures adherence to DepEd Orders and other issuances   |
| 4. Assists in maintaining the school BEIS  |
| 5. Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card                     |
| 6. Assists in implementing programs of the school  |
| 7. Assists in working for possible accreditation   |
| 8. Monitors the teaching-learning process  |
| 9. Evaluates learning outcomes   |
| 10. Recommends changes in policies affecting curriculum and instruction  |
| 11. Implements innovations and alternative delivery schemes  |
| 12. Localizes/indigenizes curriculum   |
| 13. Prepares specific budget and accounts for funds received   |
| 14. Maximizes the use of textbooks, references and other instructional materials   |
| 15. Ensures proper use and maintenance of school facilities, equipment, textbooks and supplies/materials                       |
| 16. Coordinates with stakeholders on resource generation and mobilization  |
| 17. Motivates and supports teachers to attain peak performance through awards, recognition and incentives                      |
| 18. Monitors teachers and master teachers  |
| 19. Recommends staffing requirements and assists in the selection and hiring of teachers                                       |
| 20. Conducts department-based training as a result of training needs analysis  |
| 21. Evaluand performance of teachers   |
| 22. Promotes harmonious working relationship among teachers  |
| 23. Promotes the corporate image of the Department of Education  |
| 24. Recommends promotion of teaching and non-teaching personnel  |

