



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

March 29, 2022

DIVISION MEMORANDUM
NO. 52, s. 2022

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT
 FOR RECLASSIFICATION OF ITEMS (2022, BATCH 3)**

To: Public Schools District Supervisors
 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/personnel listed herein per Notice of Organization, Staffing and Compensation Action (NOSCA) NO. 0502022-03-015 dated March 8, 2022, NOSCA NO. 0502022-03-050 dated March 15, 2022, NOSCA NO. 0502022-03-030, 0502022-03-031, 0502022-03-040, 0502022-03-042, 0502022-03-044, 0502022-03-046, 0502022-03-047, 0502022-03-052 dated March 16, 2022.
2. The requirements for appointment and the information needed for the Form 122-D are indicated after the list.
3. All concerned are requested to submit their Pertinent Papers for Appointment on or before **April 30, 2022**, at the **Records Section**.

NOSCA NO. 0502022-03-015 dated March 8, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	SAN RAFAEL NHS, CASTILLA	MANANES, ZUSI BANIA	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390004-2022

NOSCA NO. 0502022-03-030 dated March 16, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	BUISING, MARYJANE GOSMO	TEACHER III	OSEC-DECSB-TCH3-390329-2022

NOSCA NO. 0502022-03-031 dated March 16, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	DERIT, CRISTY SABLON	TEACHER III	OSEC-DECSB-TCH3-390382-2022



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2	ELEMENTARY	ELOPRE, MARICRIS BERMAS	TEACHER III	OSEC-DECSB-TCH3-390374-2022
3	ELEMENTARY	GALON, WILMA ARANDA	TEACHER III	OSEC-DECSB-TCH3-390379-2022
4	ELEMENTARY	GERONGA, MA. CRISLYN GOYAL	TEACHER III	OSEC-DECSB-TCH3-390378-2022
5	ELEMENTARY	GIGA, CINDY AGUILAR	TEACHER III	OSEC-DECSB-TCH3-390383-2022
6	ELEMENTARY	LEVANTINO, ELENA ESPELA	TEACHER III	OSEC-DECSB-TCH3-390377-2022
7	ELEMENTARY	LOSITO, MA. ELENA BELTRAN	TEACHER III	OSEC-DECSB-TCH3-390375-2022
8	ELEMENTARY	LUNA, JINKY BALDORADO	TEACHER III	OSEC-DECSB-TCH3-390384-2022
9	ELEMENTARY	MADRONA, KEVIN FULLON	TEACHER III	OSEC-DECSB-TCH3-390380-2022
10	ELEMENTARY	MAGDARAOG, ROBERTO BARBACENA	TEACHER III	OSEC-DECSB-TCH3-390381-2022
11	ELEMENTARY	MANUMBALE, MA. CRISTINA GRAGAS	TEACHER II	OSEC-DECSB-TCH2-390163-2022
12	ELEMENTARY	PERALTA, PEARL ABARNAS	TEACHER III	OSEC-DECSB-TCH3-390376-2022

NOSCA NO. 0502022-03-040 dated March 16, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	BILBAO, VENUS ESCARCHA	TEACHER III	OSEC-DECSB-TCH3-390476-2022
2	ELEMENTARY	BITABARA, RONA BALOLOY	TEACHER III	OSEC-DECSB-TCH3-390464-2022
3	ELEMENTARY	EREDAO, MARICEL MAGALLON	TEACHER III	OSEC-DECSB-TCH3-390473-2022
4	ELEMENTARY	ERLANO, NELIA ESTAVILLO	TEACHER III	OSEC-DECSB-TCH3-390467-2022
5	ELEMENTARY	ESPENIDA, LANY ESTAYANE	TEACHER III	OSEC-DECSB-TCH3-390469-2022



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6	ELEMENTARY	EVASCO, BRENDA GOLLOSO	TEACHER III	OSEC-DECSB-TCH3- 390466-2022
7	ELEMENTARY	FABIALA, JULIE HILIS	TEACHER III	OSEC-DECSB-TCH3- 390470-2022
8	ELEMENTARY	FARENAS, ZAIRA BAROGA	TEACHER III	OSEC-DECSB-TCH3- 390468-2022
9	ELEMENTARY	FUENTES, MARILYN VELASCO	TEACHER III	OSEC-DECSB-TCH3- 390471-2022
10	ELEMENTARY	GELOTIN, LERMA SUS	TEACHER III	OSEC-DECSB-TCH3- 390472-2022
11	ELEMENTARY	GINGA, ARTURO LISAY	TEACHER III	OSEC-DECSB-TCH3- 390463-2022
12	ELEMENTARY	GRACILLA, JOSEFINA LACO	TEACHER III	OSEC-DECSB-TCH3- 390465-2022
13	ELEMENTARY	PAREJA, AGNES TAROY	TEACHER III	OSEC-DECSB-TCH3- 390474-2022
14	ELEMENTARY	PASAGUE, MARIA GLENDA ILAN	TEACHER III	OSEC-DECSB-TCH3- 390475-2022

NOSCA NO. 0502022-03-042 dated March 16, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	ASTILLERO, KRIZZIA MAE	TEACHER III	OSEC-DECSB-TCH3- 390391-2022
2	ELEMENTARY	BANGA, ROMELET IBANEZ	TEACHER III	OSEC-DECSB-TCH3- 390394-2022
3	ELEMENTARY	BONETE, REVAL LAREZA	TEACHER III	OSEC-DECSB-TCH3- 390393-2022
4	ELEMENTARY	BORJAL, ARLYN DONOR	TEACHER III	OSEC-DECSB-TCH3- 390397-2022
5	ELEMENTARY	BUIZING, MELBA CELERIO	TEACHER III	OSEC-DECSB-TCH3- 390385-2022
6	ELEMENTARY	CANON, JOHN MARK ALCANTARA	TEACHER III	OSEC-DECSB-TCH3- 390396-2022
7	ELEMENTARY	ESPINOCILLA, JAYZYL MARCELLANA	TEACHER III	OSEC-DECSB-TCH3- 390388-2022



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8	ELEMENTARY	FUENZALIDA, LEA ESTUARIA	TEACHER III	OSEC-DECSB-TCH3-390392-2022
9	ELEMENTARY	GUAMOS, ARJAN MILAGROSA	TEACHER III	OSEC-DECSB-TCH3-390389-2022
10	ELEMENTARY	IBANEZ, JOANNE SAN AGUSTIN	TEACHER III	OSEC-DECSB-TCH3-390386-2022
11	ELEMENTARY	IBAY, JANICE MOLINES	TEACHER III	OSEC-DECSB-TCH3-390390-2022
12	ELEMENTARY	MANZANILLO, RICHELLE AREVALO	TEACHER III	OSEC-DECSB-TCH3-390398-2022
13	ELEMENTARY	MONTALES, ISAGANI FABIA	TEACHER III	OSEC-DECSB-TCH3-390387-2022
14	ELEMENTARY	MONTERDE, DOMINGO JR. GALPA	TEACHER III	OSEC-DECSB-TCH3-390395-2022

NOSCA NO. 0502022-03-044 dated March 16, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	BANTAYAN NHS	VELASCO, TIRSO ROSS	TEACHER III	OSEC-DECSB-TCH3-390419-2022
2	CASIGURAN TVS	BEATRIZ, ELINET DANO	TEACHER III	OSEC-DECSB-TCH3-390416-2022
3	CASIGURAN TVS	BELTRAN, MA. ELENA HADAP	TEACHER III	OSEC-DECSB-TCH3-390417-2022
4	DONSOL NCHS	CADAG, SARAH DELA RAMA	TEACHER III	OSEC-DECSB-TCH3-390418-2022
5	ELEMENTARY	ABARNAS, ROSANNA LAGUNILLA	TEACHER III	OSEC-DECSB-TCH3-390407-2022
6	ELEMENTARY	AVISADO, ALBERT MANDANE	TEACHER III	OSEC-DECSB-TCH3-390403-2022
7	ELEMENTARY	BALISORO, CLARISEL LOMBOY	TEACHER III	OSEC-DECSB-TCH3-390405-2022
8	ELEMENTARY	BENITEZ, VIRGINIA NGO	TEACHER III	OSEC-DECSB-TCH3-390414-2022
9	ELEMENTARY	CRUZ, AYCEE LYNNE ADINO	TEACHER III	OSEC-DECSB-TCH3-390412-2022



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10	ELEMENTARY	ENCISA, CHONA ESCUREL	TEACHER III	OSEC-DECSB-TCH3- 390400-2022
11	ELEMENTARY	ESPINEDA, ZENAIDA JAO	TEACHER III	OSEC-DECSB-TCH3- 390401-2022
12	ELEMENTARY	FERNANDEZ, MA. ISABEL GRUTAS	TEACHER III	OSEC-DECSB-TCH3- 390410-2022
13	ELEMENTARY	FRILLES, ANGELINA ESPEDIDO	TEACHER III	OSEC-DECSB-TCH3- 390413-2022
14	ELEMENTARY	GAZO, LORENA LEMINA	TEACHER III	OSEC-DECSB-TCH3- 390406-2022
15	ELEMENTARY	GREFALDO, LOURDY TERUEL	TEACHER III	OSEC-DECSB-TCH3- 390411-2022
16	ELEMENTARY	GRUTAS, VIVIAN ODONO	TEACHER III	OSEC-DECSB-TCH3- 390409-2022
17	ELEMENTARY	HATE, SHEENA GRUTAS	TEACHER III	OSEC-DECSB-TCH3- 390404-2022
18	ELEMENTARY	LAGSIT, MA. LIEZEL BANARES	TEACHER III	OSEC-DECSB-TCH3- 390402-2022
19	ELEMENTARY	PASCO, DARWIN BERTOS	TEACHER III	OSEC-DECSB-TCH3- 390408-2022
20	ELEMENTARY	PORCALLA, SANTIAGO III GIME	TEACHER III	OSEC-DECSB-TCH3- 390415-2022

NOSCA NO. 0502022-03-046 dated March 16, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ABUCAY NHS	ALVARADO, ALMAR MARBELLA	TEACHER III	OSEC-DECSB-TCH3- 390435-2022
2	ABUCAY NHS	BAUSA, MARY JASMIN MAGDAONG	TEACHER III	OSEC-DECSB-TCH3- 390434-2022
3	ABUCAY NHS	MANFORTE, KATHREEN MAE LATOGA	TEACHER III	OSEC-DECSB-TCH3- 390436-2022
4	ABUCAY NHS	MESTIOLA, DONNA ROSE MANFORTE	TEACHER III	OSEC-DECSB-TCH3- 390433-2022
5	ABUCAY NHS	MIZAL, MARIA PILAR MALACA	TEACHER III	OSEC-DECSB-TCH3- 390432-2022



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6	ELEMENTARY	ESCULLAR, MARICEL ESPALDON	TEACHER II	OSEC-DECSB-TCH2- 390165-2022
7	ELEMENTARY	FULGOSINO, SANDRA GABITA	TEACHER III	OSEC-DECSB-TCH3- 390425-2022
8	ELEMENTARY	GABARDA, JOHN PHILIP EVASCO	TEACHER III	OSEC-DECSB-TCH3- 390426-2022
9	GALLANOSA NHS	EVASCO, MARILYN GLOMAR	TEACHER III	OSEC-DECSB-TCH3- 390428-2022
10	GATE NHS	FRAYNA, ANGELICA FREZA	TEACHER III	OSEC-DECSB-TCH3- 390431-2022
11	GATE NHS	GAUPO, MARY GRACE AGASA	TEACHER III	OSEC-DECSB-TCH3- 390430-2022
12	GATE NHS	MESTIOLA, KATE SANDRA GRABILLO	TEACHER III	OSEC-DECSB-TCH3- 390429-2022
13	SAN RAFAEL NHS, CASTILLA	PAGUIA, CAROL MANJARES	TEACHER III	OSEC-DECSB-TCH3- 390427-2022

NOSCA NO. 0502022-03-047 dated March 16, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	BARCELONA NCHS	GABITAN, ANABELL GACOSTA	TEACHER III	OSEC-DECSB-TCH3- 390459-2022
2	BULUSAN NHS	ESCAÑO, MARY ANN FULLEROS	TEACHER III	OSEC-DECSB-TCH3- 390457-2022
3	CADANDANAN NHS	PASCUA, GLENN JOSEPH GLINA	TEACHER III	OSEC-DECSB-TCH3- 390462-2022
4	CUMADCAD NHS	JAO, RONALDO JR. BONGAT	TEACHER III	OSEC-DECSB-TCH3- 390450-2022
5	DONSOL NCHS	VILLALON, ROGELIO	TEACHER III	OSEC-DECSB-TCH3- 390460-2022
6	GALLANOSA NHS	BARCELO, ALLAN FULGAR	TEACHER III	OSEC-DECSB-TCH3- 390458-2022
7	GUBAT NHS	MACAPAGAL, CHARMAINE BALBAS	TEACHER III	OSEC-DECSB-TCH3- 390448-2022
8	JUBAN HS	IBARRA, JOANE JUAT	TEACHER III	OSEC-DECSB-TCH3- 390461-2022



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9	MACABARI HS	TALAVERA, AILYN JANE SOLOMON	TEACHER III	OSEC-DECSB-TCH3- 390453-2022
10	MACALAYA NHS	LLONA, ELVIE MIAS	TEACHER III	OSEC-DECSB-TCH3- 390452-2022
11	MACALAYA NHS	MELLA, EDELYN LATONIO	TEACHER III	OSEC-DECSB-TCH3- 390451-2022
12	SAN ANTONIO HS	ENTERIA, PAULINE FURIO	TEACHER III	OSEC-DECSB-TCH3- 390454-2022
13	SAN FRANCISCO NHS	MESTIOLA, KAREN SALWYN GRABILLO	TEACHER III	OSEC-DECSB-TCH3- 390455-2022
14	SAN JUAN NHS	HEBRES, RONALYN BELAZON	TEACHER III	OSEC-DECSB-TCH3- 390456-2022
15	TINGCO NHS	NASAYAO, ARVIE LOMA	TEACHER III	OSEC-DECSB-TCH3- 390449-2022

NOSCA NO. 0502022-03-050 dated March 15, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	BULUSAN HS	CENIL, OLIVE FAJARDO	TEACHER III	OSEC-DECSB-TCH3- 390438-2022
2	BULUSAN HS	FURIO, EMEROSE FUGIO	TEACHER III	OSEC-DECSB-TCH3- 390437-2022
3	CASIGURAN TVS	HILA, SHEILA MARIE MARTOS	TEACHER III	OSEC-DECSB-TCH3- 390439-2022
4	GALLANOSA NHS	DE RAMON, RICKY CONPACION	TEACHER III	OSEC-DECSB-TCH3- 390447-2022
5	GALLANOSA NHS	FLORALDE, ABEGAIL BERBA	TEACHER III	OSEC-DECSB-TCH3- 390446-2022
6	GALLANOSA NHS	OLAVERE, SHIRLEY GARCIA	TEACHER III	OSEC-DECSB-TCH3- 390445-2022
7	GALLANOSA NHS	SANCHEZ, AIZALYN ESCAÑELA	TEACHER III	OSEC-DECSB-TCH3- 390444-2022
8	JUBAN HS	GALLANOSA, ANGELICA FORMANES	TEACHER III	OSEC-DECSB-TCH3- 390442-2022
9	MILAGROSA NHS	RAPINIAN, ELRENE DE LA PEÑA	TEACHER III	OSEC-DECSB-TCH3- 390441-2022



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10	SAN JUAN NHS	DOCOT, MYRNA LLANETA	TEACHER III	OSEC-DECSB-TCH3-390440-2022
11	STA. MAGDALENA NHS	FRAYNA, AILEEN FUNGO	TEACHER III	OSEC-DECSB-TCH3-390443-2022

NOSCA NO. 0502022-03-052 dated March 16, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	DANAO NHS	MIRANDILLA, JOFFRE ARMARIO	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-390004-2022
2	QUEZON NHS	ENTERIA, DOMINGO HABLA	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-390005-2022

4. Below is the list of requirements for appointment.

CSC FILE (BLUE FOLDER)		201 FILE (GREEN FOLDER)	
NO. OF COPIES	PARTICULARS	NO. OF COPIES	PARTICULARS
1	Photocopy of Approved ERF (except for HT, MT, and School Principals)	1	Photocopy of Approved ERF (except for HT, MT, and School Principals)
2	Oath of Office (Revised 2018)	1	Photocopy of Recent Appointment
2	Form 122-D / Position Description Form (signed by the school head)	1	Updated Service Record
2	PDS / Form 212 (signed by the Division AO V)		
2	Original Copies of CSC Work Experience Sheet		
1	CSC Authenticated Copy of CSC PBET Certificate of Rating (for PBET only)		
1	PRC License – authenticated by PRC		
1	Certificate of Rating – authenticated by PRC		
1	Certificate of Good Standing (valid if the PRC License is not expired) - authenticated by PRC		
1	Photocopy of PSA Marriage Contract (for female appointees only)		



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5. This shall be indicated in the CSC Form 122-D / Position Description Form (*Please do not reuse*).

FOR SCHOOL PRINCIPAL II:

BOX NO. 19: Sets, the mission, vision, goals, and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors, and assesses the school curriculum and is accountable for higher learning outcomes

BOX NO. 20:

1. Supervises and directs all school teaching and non-teaching personnel
2. Manages instructional system
3. Sets up goals and objectives
4. Leads and implements educational programs
5. Organizes and conducts INSETs
6. Promotes and coordinates services for the holistic development of school personnel and pupils
7. Directs, coordinates, and manages school funds according to prioritized needs
8. Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.)
9. Requests and distributes instructional materials
10. Initiates and compiles teachers' professional documents in portfolios
11. Practices equitable distribution of teaching loads and observes teacher-learner ratio
12. Inspects regularly Daily Lesson Logs (DLL)
13. Monitors teachers' upkeep of students' records
14. Provides EPA compliant accommodation to learners amidst shortages
15. Prepares/consolidates reports
16. Rates all school personnel performance and recommends promotion
17. Creates committee to assess learning outcomes
18. Establishes linkages with stakeholders
19. Ensures compliance to existing laws, policies and orders of fund-raising projects for the school
20. Evaluates the school plant, physical facilities fitness, safety, and sufficiency with the assistance of specialists
21. Formulates intervention programs/innovations for learners' development
22. Organizes special classes for learners with special needs
23. Meets parents regularly to confer/inform about school accomplishments
24. Determines the strengths, weaknesses, opportunities, and threats of the school
25. Designs programs with stakeholders to address school needs
26. Recognizes accomplishments of stakeholder's
27. Promotes welfare of stakeholders'



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28. Mediates and ensures resolution of conflicts in school
29. Formulates school policies with stakeholders
30. Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)
31. Promotes school discipline with stakeholders
32. Leads the preparation of SIP/AIP and ensures participation of stakeholders

BOX NO. 21 (QUALIFICATION STANDARDS):

NOTE: Please copy the details below. Do not put your personal credentials. Thank you.

Education	Bachelor's degree in Secondary Education or bachelor's degree with 18 professional education units + 6 units of Management
Experience	1 year as Principal
Training	8 hours of relevant training
Eligibility	RA 1080, as amended, (Teacher)

FOR TEACHER III AND TEACHER II:

BOX NO. 19: To plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the principal.

BOX NO. 20:

1. Teaches 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 pupils/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



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BOX NO. 21 (QUALIFICATION STANDARDS):

NOTE: Please copy the details below. Do not put your personal credentials. Thank you.

FOR TEACHER III (ELEMENTARY):

Education	Bachelor of elementary education (BEEd) or Bachelor's degree plus 18 professional units in Education
Experience	2 years relevant experience
Training	None required
Eligibility	RA 1080, as amended, (Teacher)

FOR TEACHER III (SECONDARY):

Education	Bachelor of secondary education (BSEd) or Bachelor's degree plus 18 professional units in Education
Experience	2 years relevant experience
Training	None required
Eligibility	RA 1080, as amended, (Teacher)

FOR TEACHER II (ELEMENTARY):

Education	Bachelor of elementary education (BEEd) or bachelor's degree plus 18 professional units in Education
Experience	1 year relevant experience
Training	None required
Eligibility	RA 1080, as amended, (Teacher)

FOR TEACHER II (SECONDARY):

Education	Bachelor of secondary education (BSEd) or bachelor's degree plus 18 professional units in Education
Experience	1 year relevant experience
Training	None required
Eligibility	RA 1080, as amended, (Teacher)

6. For information and compliance.

mw
JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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