



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

June 28, 2025

**DIVISION MEMORANDUM**  
NO. 166, s. 2025

**ORIENTATION ON THE ACCOMPLISHMENT OF PERTINENT PAPERS FOR APPOINTMENT DUE TO THE RECLASSIFICATION OF ITEMS (2025, BATCH 3)**

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

1. This is to inform all concerned of the approval for the upgrading of positions of the teachers/personnel listed herein as per Notice of Organization, Staffing and Compensation Action (NOSCA) Number 0502025-05-051 dated May 21, 2025
2. In connection with this, the SDO Personnel Section will conduct an Orientation on the Accomplishment of the Pertinent Papers for Appointment on **July 02 and 03, 2025** at the 2<sup>nd</sup> floor - Bids and Awards Committee (BAC Office), DepEd SDO Sorsogon Building, Balogo Sports Complex, Brgy. Balogo, Sorsogon City.
3. The committee are as follows:

Orientation	Kristine Ruby Sevilla A. Dellosa
Guides and checking	Cristina M. Loric Rowena D. Nuqui
Attendance and Document Tracking System	Charmaine R. Aranil Kimberly Rempillo
Technical	Robert E. Enrera
Atty. Allana Erica D. Cortes AO IV (HRMO) Overall Chairman	


4. All appointees are required to bring the following during the orientation:
  - a. Laptop
  - b. Extension Cord (if any)
  - c. black or blue ballpen
  - d. correction tape
  - e. 1 copy of duly accomplished PDS (not notarized)
5. All appointees are also advised to download the following forms (soft copies) from the **CSC Official Website** (<https://www.csc.gov.ph/downloads/2017-oraohra>) or from the **HRMO Google Drive** (<https://tinyurl.com/HRMOGDrive>):
  - a. MS Excel format of the CSC Form 212 Revised 2017 (Personal Data Sheet)
  - b. MS Word format of the Work Experience Sheet (Attachment to CSC Form No. 212)



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6. The Position Description Form and Oath of Office shall be provided at the venue.
7. Attached as **Annex A** is the list of appointees and the schedule of orientation.
8. For information and compliance.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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**Annex A**

**BATCH 3**

NO.	SCHEDULE	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER	PSIPOP	NOSCA NUMBER
1	July 02, 2025 @ 9am	LUCENARIO, RAYNO HERNO	HEAD TEACHER II	OSEC-DECSB-HTEACH2-390015-2025	ELEMENTARY	0502025-05-051 dated May 21, 2025
2	July 02, 2025 @ 9am	GARDUQUE, RONNIE BELAZON	HEAD TEACHER II	OSEC-DECSB-HTEACH2-390016-2025	ELEMENTARY	0502025-05-051 dated May 21, 2025
3	July 02, 2025 @ 9am	JARIÑO, ANGELIE BANGATE	TEACHER II	OSEC-DECSB-TCH2-390318-2025	ELEMENTARY	0502025-05-051 dated May 21, 2025
4	July 02, 2025 @ 9am	ROMAN, NELIA FORTES	TEACHER II	OSEC-DECSB-TCH2-390319-2025	ELEMENTARY	0502025-05-051 dated May 21, 2025
5	July 02, 2025 @ 9am	SAN DIEGO, RICA DREU	TEACHER II	OSEC-DECSB-TCH2-390320-2025	ELEMENTARY	0502025-05-051 dated May 21, 2025
6	July 02, 2025 @ 9am	MORON, ABIGAEAL JOY GUMAL	TEACHER II	OSEC-DECSB-TCH2-390321-2025	ELEMENTARY	0502025-05-051 dated May 21, 2025
7	July 02, 2025 @ 9am	BADAR, JAICA MAE GOLPEO	TEACHER II	OSEC-DECSB-TCH2-390322-2025	ELEMENTARY	0502025-05-051 dated May 21, 2025
8	July 02, 2025 @ 9am	ESPERA, LUZ OIDEM	TEACHER III	OSEC-DECSB-TCH3-392550-2025	ELEMENTARY	0502025-05-051 dated May 21, 2025
9	July 02, 2025 @ 9am	TRESTIZA, PATRICIA IVY	TEACHER III	OSEC-DECSB-TCH3-392551-2025	ELEMENTARY	0502025-05-051 dated May 21, 2025



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10	July 02, 2025 @ 9am	MACANDOG, JASMIN MENDOZA	TEACHER III	OSEC-DECSB-TCH3-392552-2025	ELEMENTARY	0502025-05-051 dated May 21, 2025
11	July 02, 2025 @ 9am	LETRAN, MARY ROSE OMNES	TEACHER III	OSEC-DECSB-TCH3-392553-2025	ELEMENTARY	0502025-05-051 dated May 21, 2025
12	July 02, 2025 @ 9am	ALBANIA, SEVERINO GARIGO	TEACHER III	OSEC-DECSB-TCH3-392554-2025	ELEMENTARY	0502025-05-051 dated May 21, 2025
13	July 02, 2025 @ 9am	ATIVO, JENNY MALTO	TEACHER III	OSEC-DECSB-TCH3-392555-2025	ELEMENTARY	0502025-05-051 dated May 21, 2025
14	July 02, 2025 @ 9am	PERALTA, ARLYN REYES	TEACHER III	OSEC-DECSB-TCH3-392556-2025	ELEMENTARY	0502025-05-051 dated May 21, 2025
15	July 02, 2025 @ 9am	BESMONTE, MANUEL VIVAR	TEACHER III	OSEC-DECSB-TCH3-392557-2025	ELEMENTARY	0502025-05-051 dated May 21, 2025
16	July 02, 2025 @ 9am	OARDE, JASMIN MIRABALLES	TEACHER III	OSEC-DECSB-TCH3-392558-2025	ELEMENTARY	0502025-05-051 dated May 21, 2025
17	July 02, 2025 @ 9am	GALIT, JOVIE ASANZA	TEACHER III	OSEC-DECSB-TCH3-392559-2025	ELEMENTARY	0502025-05-051 dated May 21, 2025
18	July 02, 2025 @ 9am	MENDIOLA, GLADYS SOLOMON	TEACHER III	OSEC-DECSB-TCH3-392560-2025	ELEMENTARY	0502025-05-051 dated May 21, 2025
19	July 02, 2025 @ 9am	PASADILLA, RUTH LUNA	TEACHER III	OSEC-DECSB-TCH3-392561-2025	ELEMENTARY	0502025-05-051 dated May 21, 2025
20	July 02, 2025 @ 9am	BONTO, LIEZLE CALIAO	TEACHER III	OSEC-DECSB-TCH3-392562-2025	ELEMENTARY	0502025-05-051 dated May 21, 2025



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21	July 03, 2025 @9am	LINCHOCO, EXCEL NAMORA	TEACHER III	OSEC-DECSB-TCH3-392569-2025	BANUANG GURANG HS	0502025-05-051 dated May 21, 2025
22	July 03, 2025 @9am	DE LA CRUZ, JODEVIE MADRIDEO	TEACHER III	OSEC-DECSB-TCH3-392570-2025	BANUANG GURANG HS	0502025-05-051 dated May 21, 2025
23	July 03, 2025 @9am	PURA, JASTINE CLARISSE ESCANDOR	TEACHER III	OSEC-DECSB-TCH3-392577-2025	BARCELONA NCHS	0502025-05-051 dated May 21, 2025
24	July 03, 2025 @9am	VIDAR, HAZEL HICOL	TEACHER III	OSEC-DECSB-TCH3-392564-2025	BATANG I/S	0502025-05-051 dated May 21, 2025
25	July 03, 2025 @9am	HERNANDEZ, GARY RETAGA	TEACHER III	OSEC-DECSB-TCH3-392563-2025	CADITAAN NHS	0502025-05-051 dated May 21, 2025
26	July 03, 2025 @9am	HALLIG, ROGER JR GOJAR	SCHOOL PRINCIPAL III	OSEC-DECSB-SP3-390050-2025	CASTILLA NHS	0502025-05-051 dated May 21, 2025
27	July 03, 2025 @9am	DOROL, LYRA JOY LARCE	TEACHER III	OSEC-DECSB-TCH3-392575-2025	CASTILLA NHS	0502025-05-051 dated May 21, 2025
28	July 03, 2025 @9am	MILANO, GLESSIE ADVINCULA	TEACHER III	OSEC-DECSB-TCH3-392578-2025	DONSOL NCHS	0502025-05-051 dated May 21, 2025
29	July 03, 2025 @9am	RAZO, ABIGAIL ABITRIA	HEAD TEACHER III	OSEC-DECSB-HTEACH3-390199- 2025	DONSOL VHS	0502025-05-051 dated May 21, 2025
30	July 03, 2025 @9am	FRAGIO, KEVIN REY FIRMANES	TEACHER III	OSEC-DECSB-TCH3-392576-2025	GUBAT NHS	0502025-05-051 dated May 21, 2025
31	July 03, 2025 @9am	BALBALOSA, GIE ANN ESPIRITU	TEACHER III	OSEC-DECSB-TCH3-392566-2025	MACABARI HS	0502025-05-051 dated May 21, 2025



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32	July 03, 2025 @9am	ARGOTE, SARAH MALATE	TEACHER III	OSEC-DECSB-TCH3-392565-2025	PANDAN HS	0502025-05-051 dated May 21, 2025
33	July 03, 2025 @9am	BAUTISTA, ROMEO ORDON	MASTER TEACHER II	OSEC-DECSB-MTCHR2-390081- 2025	PILAR NCHS	0502025-05-051 dated May 21, 2025
34	July 03, 2025 @9am	DESTAJO, MARILOU DITAN	HEAD TEACHER II	OSEC-DECSB-HTEACH2-390017- 2025	PRIETO DIAZ NHS	0502025-05-051 dated May 21, 2025
35	July 03, 2025 @9am	CRUZ, CHRISTINE FRAYRES	TEACHER III	OSEC-DECSB-TCH3-392572-2025	STA. MAGDALENA NHS	0502025-05-051 dated May 21, 2025
36	July 03, 2025 @9am	FUELLAS, LORENA DAYTO	TEACHER III	OSEC-DECSB-TCH3-392573-2025	STA. MAGDALENA NHS	0502025-05-051 dated May 21, 2025
37	July 03, 2025 @9am	MIRABUENO, MARA GABRIEL	TEACHER III	OSEC-DECSB-TCH3-392574-2025	STA. MAGDALENA NHS	0502025-05-051 dated May 21, 2025
38	July 03, 2025 @9am	HUAB, MARVIN DE LA FUENTE	TEACHER III	OSEC-DECSB-TCH3-392568-2025	SUA HS	0502025-05-051 dated May 21, 2025
39	July 03, 2025 @9am	ESTRELON, KEVIN LUGENA	TEACHER III	OSEC-DECSB-TCH3-392571-2025	TALAONGA NHS	0502025-05-051 dated May 21, 2025
40	July 03, 2025 @9am	MIGUELA, AZENETH BULAWAN	TEACHER III	OSEC-DECSB-TCH3-392567-2025	TINGCO NHS	0502025-05-051 dated May 21, 2025



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