



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

March 4, 2022

**DIVISION MEMORANDUM**  
No. 24, s. 2022

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT  
FOR RECLASSIFICATION OF ITEMS (2022, BATCH 1)**

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. 0502022-03-002, 0502022-03-003, 0502022-03-004, 0502022-03-006, 0502022-03-011, and 0502022-03-012, dated March 2, 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 8, 2022 at the Records Section.

**NOSCA NO. 0502022-03-002 dated March 2, 2022:**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	ALCANTARA, ANDREA ESCASINAS	TEACHER III	OSEC-DECSB-TCH3- 390126-2022
2	ELEMENTARY	ANDES, DIOSA GUBATON	TEACHER III	OSEC-DECSB-TCH3- 390132-2022
3	ELEMENTARY	DESALESA, JENNYLYN DE LOS REYES	TEACHER III	OSEC-DECSB-TCH3- 390121-2022
4	ELEMENTARY	DETERA, MARICRIS DUAZO	TEACHER iii	OSEC-DECSB-TCH3- 390131-2022
5	ELEMENTARY	DOLOT, MARCELA OÑATE	TEACHER III	OSEC-DECSB-TCH3- 390127-2022
6	ELEMENTARY	ESTREMER, PRINCESS BONGON	TEACHER III	OSEC-DECSB-TCH3- 390129-2022



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7	ELEMENTARY	FORAQUE, JOHN CARLO ASERON	TEACHER III	OSEC-DECSB-TCH3-390123-2022
8	ELEMENTARY	FORTADES, DANISSA ESPEÑA	TEACHER III	OSEC-DECSB-TCH3-390128-2022
9	ELEMENTARY	FULGAR, JOCELYN FULO	TEACHER III	OSEC-DECSB-TCH3-390124-2022
10	ELEMENTARY	GARCES, GRACE LAGATA	SPECIAL EDUCATION TEACHER III	OSEC-DECSB-SPET3-390002-2022
11	ELEMENTARY	NAPILI, JENNIFER FORTES	TEACHER III	OSEC-DECSB-TCH3-390133-2022
12	ELEMENTARY	RAMOS, ALVIN FABILANE	TEACHER III	OSEC-DECSB-TCH3-390134-2022
13	ELEMENTARY	SALVANTE, LLIANIE ALBOR	TEACHER III	OSEC-DECSB-TCH3-390125-2022
14	ELEMENTARY	SANTIAGO, MA. FRANCIA HERMOSILLA	TEACHER III	OSEC-DECSB-TCH3-390122-2022
15	ELEMENTARY	SANTILLAN, JOHN CARLO MARINO	TEACHER III	OSEC-DECSB-TCH3-390130-2022

**NOSCA NO. 0502022-03-003 dated March 2, 2022:**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	DONSOL NCHS	RUBIO, CHRISTIAN MALLAPRE	TEACHER III	OSEC-DECSB-TCH3-390162-2022
2	MAYON NHS	AYENDE, ROSALLIE DEALAGDON	TEACHER II	OSEC-DECSB-TCH2-390102-2022
3	SAN JUAN BAG-O HS	GERNALE, LIZA GEPULLE	TEACHER III	OSEC-DECSB-TCH3-390163-2022

**NOSCA NO. 0502022-03-004 dated March 2, 2022:**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
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1	ELEMENTARY	ABORDO, AIKA FRANCIS MANDANE	TEACHER III	OSEC-DECSB-TCH3- 390165-2022
2	ELEMENTARY	ARMARIO, SALVACION ADOR	TEACHER II	OSEC-DECSB-TCH2- 390103-2022
3	KINDERGARTEN	ATE, JESSA MORTA	TEACHER III	OSEC-DECSB-TCH3- 390164-2022
4	ELEMENTARY	BAJAMUNDI, JENELYN VELASCO	TEACHER III	OSEC-DECSB-TCH3- 390176-2022
5	ELEMENTARY	BEJISON, JOVIE MAGBAG	TEACHER III	OSEC-DECSB-TCH3- 390170-2022
6	ELEMENTARY	DALES, SUSANA LEGADO	TEACHER III	OSEC-DECSB-TCH3- 390172-2022
7	ELEMENTARY	DAYANGHIRANG, ROLAND JANORAS	TEACHER III	OSEC-DECSB-TCH3- 390174-2022
8	ELEMENTARY	ESCOPETE, RIO LAJOTA	TEACHER III	OSEC-DECSB-TCH3- 390171-2022
9	ELEMENTARY	FIRMANES, NORRIETA BAÑARES	TEACHER III	OSEC-DECSB-TCH3- 390169-2022
10	ELEMENTARY	FUENTES, DOLORES MORATALLA	TEACHER III	OSEC-DECSB-TCH3- 390168-2022
11	ELEMENTARY	FUENTES, MARY ANNE GAUFO	TEACHER III	OSEC-DECSB-TCH3- 390167-2022
12	ELEMENTARY	GUERRERO, APRILROZ INFANTE	TEACHER III	OSEC-DECSB-TCH3- 390175-2022
13	ELEMENTARY	HAPA, MYLENE MADRIDANO	TEACHER III	OSEC-DECSB-TCH3- 390166-2022
14	ELEMENTARY	ROSAS, ARLENE VELARDE	TEACHER III	OSEC-DECSB-TCH3- 390173-2022

**NOSCA NO. 0502022-03-006 dated March 2, 2022:**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ABUCAY NHS	MUSA, JOEL LLANILLO	TEACHER III	OSEC-DECSB-TCH3- 390187-2022



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2	BACOLOD NHS	DULAY, PEDRITO PANCHO	HEAD TEACHER III	OSEC-DECSB-HTEACH3-390184-2022
3	BAGATAO NHS	ASIADO, FLORENZ JAO	TEACHER III	OSEC-DECSB-TCH3-390181-2022
4	BAGATAO NHS	MORTEGA, AGNES ARENAS	TEACHER III	OSEC-DECSB-TCH3-390182-2022
5	BANTAYAN NHS	SALOMON, RICHEL BUHATIN	TEACHER III	OSEC-DECSB-TCH3-390183-2022
6	BENTUCO NHS	LUCES, SUSAN DIONEDA	TEACHER III	OSEC-DECSB-TCH3-390184-2022
7	GABAO NHS	AMASCUAL, MELVIE BAJARO	TEACHER III	OSEC-DECSB-TCH3-390185-2022
8	GALLANOSA NHS	POLO, SARAH JANINE DE LOS REYES	TEACHER III	OSEC-DECSB-TCH3-390186-2022
9	IROSIN NORTH HS	BALDERAMA, JOVIT GRATIL	TEACHER III	OSEC-DECSB-TCH3-390180-2022
10	ORAS NHS	VIBAL, HAZEL ANN MABILIN	TEACHER III	OSEC-DECSB-TCH3-390179-2022
11	PILAR NCHS	BOLANTE, RM GLORY MADRONIO	TEACHER III	OSEC-DECSB-TCH3-390188-2022
12	PILAR NCHS	LONEZA, MARY GRACE GRANDE	TEACHER III	OSEC-DECSB-TCH3-390189-2022
13	PRIETO DIAZ NHS	ERMITANIO, ABBEYGAIL DOMAGCO	TEACHER III	OSEC-DECSB-TCH3-390190-2022
14	SALVACION HS	MOTILLA, ROWENA REALIZAN	TEACHER II	OSEC-DECSB-TCH2-390104-2022

**NOSCA NO. 0502022-03-011 dated March 2, 2022:**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	BUHANG NHS	NOVENARIO, MARIANNE JOY FREO	TEACHER III	OSEC-DECSB-TCH3-390196-2022



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2	CASTILLA NHS	LESANO, VENJO LARCE	TEACHER III	OSEC-DECSB-TCH3-390206-2022
3	CUMADCAD NHS	MARANTAL, LORELIE LLEVA	TEACHER III	OSEC-DECSB-TCH3-390207-2022
4	DANA0 NHS	GRAFIL, RICHARD GOLPO	TEACHER III	OSEC-DECSB-TCH3-390198-2022
5	DANA0 NHS	ALBAYTAR, JEROME GRATIL	TEACHER III	OSEC-DECSB-TCH3-390199-2022
6	DONSOL NCHS	RECODIG, JIMMY JR GLORIANE	TEACHER III	OSEC-DECSB-TCH3-390193-2022
7	DONSOL VHS	MORILLA, CATHERINE NASHIBA GANDAWALI	TEACHER III	OSEC-DECSB-TCH3-390205-2022
8	ELEMENTARY	BAJARO, JACKIELOU GRAFE	TEACHER III	OSEC-DECSB-TCH3-390192-2022
9	ELEMENTARY	ALAMO, ELSIE AQUINO	TEACHER II	OSEC-DECSB-TCH2-390105-2022
10	GABAO NHS	FUALO, MARIA BERNADETTE GAMBA	TEACHER III	OSEC-DECSB-TCH3-390202-2022
11	GABAO NHS	HATE, TEDDY TORRES	TEACHER III	OSEC-DECSB-TCH3-390203-2022
12	GABAO NHS	GILE, AIMIE DELGADO	TEACHER III	OSEC-DECSB-TCH3-390204-2022
13	IROSIN NORTH HS	ESTOPARE, LYN ALDE	TEACHER III	OSEC-DECSB-TCH3-390197-2022
14	KINDERGARTEN	LARIOSIA, MARY GRACE ESTILLER	TEACHER III	OSEC-DECSB-TCH3-390191-2022
15	MAYON NHS	MENDENILLA, RADELENE POLO	TEACHER III	OSEC-DECSB-TCH3-390194-2022
16	ORAS NHS	MILLAPRE, JOANNE MAE ANDES	TEACHER III	OSEC-DECSB-TCH3-390200-2022
17	PANDAN HS	BAJAMUNDI, JOMAR LODOR	TEACHER III	OSEC-DECSB-TCH3-390201-2022
18	TINGCO NHS	MADRONERO, DIANA ROSE CANON	TEACHER III	OSEC-DECSB-TCH3-390195-2022



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**NOSCA NO. 0502022-03-012 dated March 2, 2022:**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	BAYASONG NHS	ESCLARES, SHELLA CAMPOS	TEACHER III	OSEC-DECSB-TCH3-390209-2022
2	CASIGURAN TVS	LATOSA, JOSEPHINE NAVARRO	TEACHER III	OSEC-DECSB-TCH3-390222-2022
3	CASIGURAN TVS	JARDIN, MARITES OLIQUINO	TEACHER III	OSEC-DECSB-TCH3-390223-2022
4	DONSOL NCHS	PAVIA, CARLA CADAG	TEACHER III	OSEC-DECSB-TCH3-390220-2022
5	DONSOL VHS	ARELLANO, JOVELYN BADUA	TEACHER III	OSEC-DECSB-TCH3-390221-2022
6	GABAO NHS	NOVELA, JULIE ANN ESTRELON	TEACHER III	OSEC-DECSB-TCH3-390217-2022
7	GABAO NHS	POCAMAS, SONY HABOC	TEACHER III	OSEC-DECSB-TCH3-390218-2022
8	GABAO NHS	IMPERIAL, JANICE DOLOT	TEACHER III	OSEC-DECSB-TCH3-390219-2022
9	GALLANOSA NHS	LAREZA, JAZEL JACOB	TEACHER III	OSEC-DECSB-TCH3-390215-2022
10	GALLANOSA NHS	PURAN, LEOVY LYN GLORIANO	TEACHER II	OSEC-DECSB-TCH2-390106-2022
11	GALLANOSA NHS	PALENCIA, ROWENA DE JESUS	TEACHER III	OSEC-DECSB-TCH3-390216-2022
12	GURUYAN HS	JEREMIAS, JENNY BABES DERIT	TEACHER III	OSEC-DECSB-TCH3-390214-2022
13	JP LAUREL HS	FULAY, KELVIN CARL DELMONTE	TEACHER III	OSEC-DECSB-TCH3-390212-2022
14	MATNOG NHS	HULLON, BEA EM RAMOS	TEACHER III	OSEC-DECSB-TCH3-390224-2022
15	MATNOG NHS	GARDUQUE, EDWIN ESCOBER	TEACHER III	OSEC-DECSB-TCH3-390225-2022



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16	MATNOG NHS	GARBIDA, MA. KATRINA LEGASPI	TEACHER III	OSEC-DECSB-TCH3- 390226-2022
17	MT SIA MHS	ALFORNON, EMILROSE MAGANTE	TEACHER III	OSEC-DECSB-TCH3- 390208-2022
18	PANDAN HS	LANIO, DICKER NODALO	TEACHER III	OSEC-DECSB-TCH3- 390213-2022
19	SAN RAFAEL NHS, PILAR	CEDILLO, ALEXA MAE BAUTISTA	TEACHER III	OSEC-DECSB-TCH3- 390227-2022
20	TIONG HEN SO MHS	ARIBATADO, REYNAMER ABAYON	TEACHER III	OSEC-DECSB-TCH3- 390210-2022
21	TIONG HEN SO MHS	LEGASPI, JULIE ANN SASUMAN	TEACHER III	OSEC-DECSB-TCH3- 390211-2022

4. Below is the list of requirements for appointment.

<b>CSC FILE (BLUE FOLDER)</b>		<b>201 FILE (GREEN FOLDER)</b>	
<b>NO. OF COPIES</b>	<b>PARTICULARS</b>	<b>NO. OF COPIES</b>	<b>PARTICULARS</b>
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 Previous 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)	1	<b>ADDITIONAL REQUIREMENT FOR SPECIAL EDUCATION TEACHER:</b> 1 Photocopy of Transcript of Records reflecting the specialization in Special Education
2	Original Copies of CSC Form 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)		
1	<b>ADDITIONAL REQUIREMENT FOR SPECIAL EDUCATION TEACHER:</b> Photocopy of Transcript of Records reflecting the specialization in Special Education		



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5. This shall be indicated in the **CSC Form 122-D** (Please do not revise. Just copy what is written especially in the Qualification Standards).

**FOR HEAD TEACHER III:**

**BOX NO. 19:** Accommodates learners with special needs such as children/youth with hearing impairment, visual impairment, autism, speech defect, intellectual disabilities, behavior problems, orthopedically, physically handicapped, special health problem, learning disabilities, multiple disabilities, gifted and talented; and prepare them for regular classroom setting through curriculum modification/adjustment to meet their diverse individual educational needs.

**BOX NO. 20:**

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 because of training needs analysis
21. Evaluand performance of teachers



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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
25. Establishes and ensures support and cooperation of stakeholders
26. Provides technical assistance in school-related grievances and assists in enforcing school safety procedures and policies
27. Proposes plans and implements SB INSET
28. Prepares and submits monthly supervisory/accomplishment report

**BOX NO. 21:**

*NOTE: Please copy the details below. Do not replace with your credentials. Thank you.*

Education	Bachelor's degree in Education or bachelor's degree plus 18 professional units in Education; both with 18 units for a master's degree in Education or its equivalent with appropriate field of specialization
Experience	1 year as Head Teacher II or 2 years as Head Teacher I or 5 years teaching experience
Eligibility	RA 1080, as amended, (Teacher)
Trainings	8 hours of relevant training

**FOR SPECIAL EDUCATION TEACHER III:**

**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:**

1. Assesses children/youths with special needs together with a multidisciplinary assessment team
2. Recommends proper educational placement of children/youth with special needs
3. Modifies the curriculum to address the needs of children/youth with special needs
4. Teaches children/youths with special needs
5. Uses instructional materials/assistive devices appropriate for children with special needs
6. Conducts case studies/research of children/youths with special needs
7. Implements Individual Educational Plan (IEP) for children/youth with special needs in consultation with parents, confers with parents, principal, medical specialists, social workers, professional and other stakeholders
8. Coordinates placement of children/youth with special needs for regular classroom inclusion



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9. Ensures that regular and receiving teachers adhere to inclusive education policies
10. Serves as a SPED focal person in the division/or a resource room teacher in the SPED Center of the school

**BOX NO. 21 (QUALIFICATION STANDARDS):**

*NOTE: Please copy the details below. Do not replace with your credentials. Thank you.*

**SPECIAL EDUCATION TEACHER III:**

Education	Bachelor's degree in Education with specialization in Special Education
Experience	2 years experience as Special Education Teacher
Eligibility	RA 1080 (Teacher)
Trainings	4 hours of relevant training

**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 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



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**BOX NO. 21 (QUALIFICATION STANDARDS):**

*NOTE: Please copy the details below. Do not replace with your credentials. Thank you.*

**TEACHER III (ELEMENTARY)**

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

**TEACHER III (SECONDARY)**

Education	Bachelor's degree in education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education** **amended pursuant to Section I of RA 9293)
Experience	None required
Eligibility	RA 1080, as amended, (Teacher)
Trainings	None required

**TEACHER II (ELEMENTARY):**

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

**TEACHER II (SECONDARY):**

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

6. For information and compliance.

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



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