



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

February 09, 2026

**DIVISION MEMORANDUM**

No. 65, s. 2026

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR APPOINTMENT OF TEACHING PERSONNEL WITH RECLASSIFIED POSITIONS UNDER THE EXPANDED CAREER PROGRESSION (BATCH 1) AND ORIENTATION RE: RELEASE OF APPOINTMENT**

To: Assistant Schools Division Superintendent  
 CID and SGOD Chief  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 All others concerned

1. Pursuant to the Notice of Organization, Staffing, and Compensation Action (NOSCA) issued by the Department of Budget and Management, attached herewith is the list of teaching personnel and related teaching personnel with reclassified positions under the Expanded Career Progression (ECP) (**Batch 1 - Second Tranche Approved NOSCAs**) (Annex A);
2. All personnel concerned in **Annex A** are hereby directed to prepare the complete and correct documentary requirements for appointment to their reclassified positions, in accordance with existing Civil Service Commission (CSC), Department of Education (DepEd), and other pertinent rules and regulations.

<b>BLUE FOLDER (CSC FILE)</b>	<b>GREEN FOLDER (201 FILE)</b>
<b>1 copy</b> - Photocopy of Approved ERF (except for HTs, MTs, and School Principals)	<b>1 copy</b> - Photocopy of Approved ERF (except for HTs, MTs, and School Principals)
<b>2 copies</b> - Accomplished CS Form No. 32 Revised 2025 (Oath of Office or Panunumpa ng Katungkulam)	<b>1 copy</b> - Photocopy of Last Approved Appointment
<b>2 copies</b> - Accomplished CS Form No. 212 Revised 2025 (PDS) notarized by a Public Attorney / Notary Public	<b>1 copy - FOR PRC LICENSE HOLDERS:</b> Photocopy of the PRC License
<b>2 copies</b> - Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	<b>1 copy - FOR PRC LICENSE HOLDERS:</b> Photocopy of the PRC Certificate of Good Standing
<b>1 copy - FOR PRC LICENSE HOLDERS:</b> PRC License	<b>1 copy - FOR PRC LICENSE HOLDERS:</b> Photocopy of the PRC Certificate of Rating
<b>1 copy - FOR PRC LICENSE HOLDERS:</b> PRC Certificate of Good Standing	<b>1 copy</b> - Updated Service Record
<b>1 copy - FOR PRC LICENSE HOLDERS:</b> PRC Certificate of Rating	<b>1 copy</b> - Photocopy of the Latest Transcript of Records
<b>2 copies</b> - Accomplished CS Form No. 1, s. 2017 (Position Description Form)	<b>1 copy</b> - <u>Complete</u> IPCRF for the last three (3) rating period
<b>2 copies - For School Heads:</b> List of Employees directly supervised as attachment to the Position Description Form. The list shall include the position title and Plantilla item number.	<b>1 copy</b> - Photocopy of PSA Birth Certificate
<b>1 copy</b> - Latest Transcript of Records (authenticated by the School/Issuing Institution)	<b>1 copy</b> - Photocopy of the Latest SALN
<b>1 copy</b> - Authenticated copy of the PSA or LCR Marriage Contract, if applicable	<b>1 copy</b> - Photocopy of Certificate of Trainings Attended after the last date of previous appointment/ promotion
	<b>1 copy</b> - Photocopy of Awards and/or Commendations Received effective after the last date of previous appointment/ promotion



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon  
 4700  
 Landline: (056) 211-6461  
 Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
 Website: [deped.sorsogon.com.ph](http://deped.sorsogon.com.ph)



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

3. To ensure the completeness and correctness of documentary requirements for submission to the Civil Service Commission (CSC), SDO Personnel will conduct an Orientation on the accomplishment of the pertinent papers for appointment of Batch 1 Tranche 1 and Tranche 2 Reclassified Personnel on **February 14, 2026 (Saturday)**, 08:30 A.M, 3<sup>RD</sup> Floor, Bulwagan ng Karunungan, SDO Sorsogon Province, Balogo Complex, Sorsogon City.
4. All Appointees are advised to bring all required documents for verification. **If the documents are found complete and compliant, the appointment papers shall be released on the same date.** Furthermore, please download the following forms (soft copies) from CSC Official Website (<https://www.csc.gov.ph/2025-oraohra>) or from the SDO Office Website (<https://depedsorsogon.com.ph/Home/Forms>). Additionally, 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. Immediate dissemination, guidance and strict compliance with this Memorandum is hereby expected.

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



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon  
4700  
Landline: (056) 211-6461  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](https://depedsorsogon.com.ph)



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

**ANNEX A**

LIST OF TEACHING PERSONNEL AND RELATED TEACHING PERSONNEL WITH  
 RECLASSIFIED POSITIONS UNDER THE EXPANDED CAREER PROGRESSION (ECP)  
**(BATCH 1 -2<sup>nd</sup> TRANCHE)**

NAME OF INCUMBENT	RECLASSIFIED POSITION	ITEM NUMMER
GALICIO, ALICIA BESMONTE	TEACHER IV	TCH4-391276-2025
ORTIZ, SALVACION DESAMPARO	TEACHER IV	TCH4-391277-2025
UNDANG, ESTER ESTADOLA	TEACHER V	TCH5-391040-2025
OLAÑO, LILIBETH TRIÑANES	TEACHER V	TCH5-391041-2025
FIRMANES, ESTER GACOS	TEACHER V	TCH5-391042-2025
RELANES, ANGELITA HAGAD	TEACHER V	TCH5-391043-2025
ENGUA, AGNES CHAVEZ	TEACHER V	TCH5-391044-2025
DACILLO, SHEILA HAMTO	TEACHER V	TCH5-391045-2025
PANGANIBAN, MA. THERESA PACULTO	TEACHER V	TCH5-391046-2025
QUIÑONES, LILIA BLAZO	TEACHER V	TCH5-391047-2025
LEYCO, VICENTE BONA	TEACHER V	TCH5-391048-2025
OBSUM, ELIZABETH HOJAS	TEACHER V	TCH5-391049-2025
GOGOLIN, LULU REMONTE	TEACHER V	TCH5-391050-2025
HAINTO, NIMFA ALTAREJOS	TEACHER VI	TCH6-392759-2025
RICERO, ELENITA GRAJO	TEACHER VI	TCH6-392760-2025
RAVANILLA, GLENDA LACDANG	SCHOOL PRINCIPAL III	SP3-390117-2025
GARRIDO, HAZEL OLI	SCHOOL PRINCIPAL III	SP3-390118-2025
JESALVA, MARITES JEBULAN	SCHOOL PRINCIPAL III	SP3-390120-2025
DE OCAMPO, NESSIE CADAG	SCHOOL PRINCIPAL III	SP3-390119-2025
MENDIZABAL, CHERYL LIZABA	SCHOOL PRINCIPAL III	SP3-390121-2025
RED, JUVILYN MOSTAZA	SCHOOL PRINCIPAL III	SP3-390122-2025
ESCALDERON, DOMINGO HIBE	SCHOOL PRINCIPAL III	SP3-390123-2025
LLANTO, MARISSA HERMOSA	SCHOOL PRINCIPAL III	SP3-390124-2025
MONTILLA, CORAZON ARMARIO	SCHOOL PRINCIPAL III	SP3-390125-2025
DOMANAIS, MA. ISABEL DELIGERO	TEACHER II	TCH2-390382-2025
DOMANAIS, MELBA DOMDOM	TEACHER II	TCH2-390383-2025
ADVINCULA, ESTELA EVA	TEACHER II	TCH2-390384-2025
DOMANAIS, MA TERESITA ENGUERRA	TEACHER II	TCH2-390385-2025
LABO, MILAGROS BONOS	TEACHER III	TCH3-393507-2025
HAYLAR, FATIMA ENAJE	TEACHER III	TCH3-393508-2025
LLANERA, RUBY ESCUREL	TEACHER III	TCH3-393509-2025
HAZ, LORNA FAJARDO	TEACHER III	TCH3-393510-2025
JAYNARIO, RIZALINE CALOLOT	TEACHER III	TCH3-393511-2025
AYO, AGNES GALAN	TEACHER III	TCH3-393513-2025
LLABORE, MA IMELDA HAPAL	TEACHER III	TCH3-393512-2025
LAGAMAYO, RENE BARTOLATA	TEACHER IV	TCH4-391278-2025
PURA, ZENIA ACUÑA	TEACHER VI	TCH6-392761-2025
JARDIN, MARITES OLICQUINO	TEACHER VI	TCH6-392762-2025





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

FERRER, MA. LUISA ESTUYE	TEACHER VI	TCH5-391051-2025
BUBAN, JANETTE BELARMINO	SCHOOL PRINCIPAL II	SP2-390060-2025
HABLA, JOEY AYALIN	SCHOOL PRINCIPAL II	SP2-390061-2025
BELBES, ROBELYN BUMALAY	SCHOOL PRINCIPAL II	SP2-390062-2025
GUAMOS, MARITES LLONA	SCHOOL PRINCIPAL II	SP2-390063-2025
DIESTA, JESSIE LAGAMAYO	SCHOOL PRINCIPAL II	SP2-390064-2025
ENCINARES, ALMA ESLLER	SCHOOL PRINCIPAL II	SP2-390065-2025
HUGO, MARIFE GIBAGA	SCHOOL PRINCIPAL II	SP2-390066-2025
FORMANES, MINDA FRAYNA	TEACHER VI	TCH6-393706-2025
GABELO, MERCILYN GONZALES	TEACHER VI	TCH6-393707-2025
BERDIN, ERLINA ADINO	TEACHER VI	TCH6-393708-2025
FRANDO, PERLA CAYABAN	TEACHER VI	TCH6-393709-2025
ERGINA, MARIFE GABITAN	TEACHER VI	TCH6-393710-2025
BARTOLATA, MARIA VILMA FORTE	TEACHER VI	TCH6-393711-2025
GALINDES, ANDREW GARCIA	TEACHER VI	TCH6-393712-2025
ESTILLER, JENNIFER OLAVERE	TEACHER VI	TCH6-393713-2025
GADING, FLORIDA FORTE	TEACHER VI	TCH6-393714-2025
ENCINARES, MARIA OLIVIA	TEACHER VI	TCH6-393715-2025
ALTAREJOS, AMELIA AMERICA	TEACHER VI	
DIESTA, LUISA ESCOBEDO	TEACHER VI	
NOCIDAL, CYRELL PAREJA	TEACHER VI	
CHAVEZ, GILDA OBADO	TEACHER V	
HABITCHUELA, BERNADETTE LUMAMPAO	TEACHER V	
GRATIL, ALLAN MORO	SCHOOL PRINCIPAL I	
BALONA, JENNY BONGALOSA	SCHOOL PRINCIPAL I	
GALIAS, MYLENE GAYTA	SCHOOL PRINCIPAL I	
HARE, JERSON CORREA	SCHOOL PRINCIPAL I	
ESCOBER, JESANT	SCHOOL PRINCIPAL I	
BAYTING, MARY JOY GABELO	SCHOOL PRINCIPAL I	

