



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

August 9, 2022

DIVISION MEMORANDUM
NO. 135, s. 2022

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT
FOR RECLASSIFICATION OF ITEMS (2022, BATCH 7)**

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. 0502022-07-001 dated July 25, 2022.
2. The requirements for appointment are indicated after the list.
3. All concerned are requested to submit their Pertinent Papers for Appointment on or before **August 31, 2022**, at the **Records Section**.

NOSCA NO. 0502022-07-001 dated July 25, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ABUCAY NHS	AREL, SHIELAMIE LEOSALA	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390152-2022
2	ABUCAY NHS	ECHANO, NILDA GUEMO	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390151-2022
3	ABUCAY NHS	NAAG, MA HAZEL LATONERO	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390075-2022
4	BEGUIN HS	GIMPAO, AARON GARALDE	HEAD TEACHER II	OSEC-DECSB-HTEACH2-390015-2022
5	MACABARI HS	FULO, MARILOU GAMBA	HEAD TEACHER II	OSEC-DECSB-HTEACH2-390014-2022



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



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4. Below is the list of requirements for appointment.

BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	Photocopy of Approved ERF (except for HTs, MTs, and School Principals)	1 copy	Photocopy of Approved ERF (except for HTs, MTs, and School Principals)
2 copies	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)	1 copy	Photocopy of Last Approved Appointment if any
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public	1 copy	Updated Service Record
2 copies	Accomplished Attachment to CS Form No. 2012 (Work Experience Sheet)		
1 copy	PRC License (must be authenticated by the PRC)		
1 copy	PRC Certificate of Good Standing (must be authenticated by the PRC)		
1 copy	PRC Certificate of Rating (must be authenticated by the PRC). For PBET eligible, please attach the CSC Certificate (must be authenticated by CSC).		
2 copies	Accomplished CS Form No. 1, s. 2017 (CS Form 122-D or Position Description Form)		
1 copy	PSA Marriage Contract (for female appointees only, if applicable)		



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5. The forms for Appointment are available for download at the SDO Website (<https://depedsorsogon.com.ph/Home/Forms>).
6. For information and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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