



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

August 30, 2022

DIVISION MEMORANDUM
NO. 157, s. 2022

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT
 FOR RECLASSIFICATION OF ITEMS (2022, BATCH 9)**

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. 0502022-08-040 and NOSCA NO. 0502022-08-044 dated August 19, 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 **September 30, 2022**, at the **SDO Records Section**.

NOSCA NO. 0502022-08-040 dated August 19, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	DE JESUS, ROMULO JR. SERRANO	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390215-2022
2	ELEMENTARY	DURANA, MARY ANN BENZON	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390214-2022
3	ELEMENTARY	ESPOSADO, JOAN HIMOR	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390216-2022
4	ELEMENTARY	GUEVARRA, CECILIA GONZA	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390219-2022
5	ELEMENTARY	HICAP, JANELITO HAMTO	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390218-2022
6	ELEMENTARY	SAMUYA, LILYBETH ESQUIROS	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390217-2022



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



CIP 5461/21/05/1163



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

NOSCA NO. 0502022-08-044 dated August 19, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	CASIGURAN TVS	ESTUR, RAMON PANTE	SCHOOL PRINCIPAL III	OSEC-DECSB-SP3-390018-2022

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.		



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




CIP 5461/21/05/1163



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

BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	1, s. 2017 (CS Form 122-D or Position Description Form) PSA Marriage Contract (for female appointees only, if applicable)		

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



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



CIP 5461/21/05/1163