



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

September 29, 2021

**DIVISION MEMORANDUM**

No. 203 s. 2021

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT  
FOR RECLASSIFICATION OF ITEMS (BATCH 5)**

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 listed herein per Notice of Organization, Staffing and Compensation Action (NOSCA) NO. 0502021-09-031, 0502021-09-035, 0502021-09-037, and 0502021-09-042 dated September 1, 2021.
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 October 29, 2021 at the Records Section.

**NOSCA NO. 0502021-09-031 dated September 16, 2021:**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	ABITRIA, JAY ANN RUPITA	TEACHER III	OSEC-DECSB-TCH3-391906-2021
2	BITON HS	BURTON, RALPH RECTO HIZOLA	TEACHER III	OSEC-DECSB-TCH3-391909-2021
3	ELEMENTARY	CASTILLO, FATIMA ALIM	TEACHER III	OSEC-DECSB-TCH3-391901-2021



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4	MAYON NHS	DAYRIT, JOCELYN BALDO	TEACHER II	OSEC-DECSB-TCH2-390537-2021
5	ELEMENTARY	ELARMO, MA. ARMELIZA ABLITER	TEACHER III	OSEC-DECSB-TCH3-391904-2021
6	MATNOG NHS	GAYOLA, JOY MARIE GACIS	TEACHER III	OSEC-DECSB-TCH3-391911-2021
7	DINAPA NHS	GRAJO, MAGDALENA ROMERO	TEACHER III	OSEC-DECSB-TCH3-391913-2021
8	ELEMENTARY	JACOB, EVA MARQUESES	TEACHER III	OSEC-DECSB-TCH3-391899-2021
9	CASIGURAN TVS	LAREZA, MARIANNE JOSEPHINE CONDAT	TEACHER III	OSEC-DECSB-TCH3-391912-2021
10	ELEMENTARY	LLAVA, MARIDEL AQUINO	TEACHER III	OSEC-DECSB-TCH3-391903-2021
11	ELEMENTARY	MAGOLLADO, RHONA MAY LOPERA	TEACHER III	OSEC-DECSB-TCH3-391902-2021
12	MILAGROSA NHS	MEJES, REGINA MIRANDILLA	TEACHER III	OSEC-DECSB-TCH3-391910-2021
13	ELEMENTARY	MELITANTE, SHIELA DELLOSA	TEACHER III	OSEC-DECSB-TCH3-391905-2021
14	ELEMENTARY	MENDOZA, MELANIE GAYTA	TEACHER III	OSEC-DECSB-TCH3-391908-2021
15	MAYON NHS	PEÑALBER, MARY KATHLEEN MARAÑA	TEACHER III	OSEC-DECSB-TCH3-391907-2021
16	ELEMENTARY	SANTONIA, DELILAH ALMOJUELA	TEACHER III	OSEC-DECSB-TCH3-391900-2021

**NOSCA NO. 0502021-09-035 dated September 16, 2021:**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	BANDOLA, MICHELLE EREVIRA	TEACHER III	OSEC-DECSB-TCH3-391926-2021



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2	ELEMENTARY	BORNEL, JENNY ESMERIA	TEACHER III	OSEC-DECSB-TCH3-391940-2021
3	ELEMENTARY	BURTON, MA CARMEN DAWIS	TEACHER III	OSEC-DECSB-TCH3-391939-2021
4	ELEMENTARY	DIÑO, NOEL MEDIANA	TEACHER III	OSEC-DECSB-TCH3-391936-2021
5	ELEMENTARY	FERRERAS, ANTHONY NONE	TEACHER III	OSEC-DECSB-TCH3-391929-2021
6	ELEMENTARY	FRAYRES, NOIME GALINDES	TEACHER III	OSEC-DECSB-TCH3-391928-2021
7	ELEMENTARY	GORORDO, PATRICK KRAEMER ABRANTES	TEACHER III	OSEC-DECSB-TCH3-391932-2021
8	ELEMENTARY	GUARTE, SHIERYL BORSIL	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-390015-2021
9	ELEMENTARY	GUELA, GERLY BETAS	TEACHER III	OSEC-DECSB-TCH3-391938-2021
10	ELEMENTARY	HABLA, MA. PRECILLA CARPIO	TEACHER III	OSEC-DECSB-TCH3-391930-2021
11	ELEMENTARY	HERMIDA, JANELLE GUBAT	TEACHER III	OSEC-DECSB-TCH3-391934-2021
12	ELEMENTARY	HILOMA, KARLA MARIE MALONZO	TEACHER III	OSEC-DECSB-TCH3-391937-2021
13	ELEMENTARY	JERAO, JANE FRILLES	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-390013-2021
14	ELEMENTARY	OCAMPO, MARICEL ALCANTARA	TEACHER III	OSEC-DECSB-TCH3-391933-2021
15	ELEMENTARY	PEBRERO, MANRICO FULLA	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-390014-2021
16	ELEMENTARY	TORREN, JOCELYN DOLOT	TEACHER II	OSEC-DECSB-TCH2-390540-2021
17	ELEMENTARY	VALLESPIN, ALMA DOMETITA	TEACHER III	OSEC-DECSB-TCH3-391935-2021



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18	ELEMENTARY	ZAMORA, REGIE GAYOLA	TEACHER III	OSEC-DECSB-TCH3-391931-2021
19	ELEMENTARY	ZURBITO, JENNIFER ANDES	TEACHER III	OSEC-DECSB-TCH3-391927-2021

**NOSCA NO. 0502021-09-037 dated September 16, 2021:**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	AGUILAR, JENNIFER GABARDA	TEACHER III	OSEC-DECSB-TCH3-391914-2021
2	ELEMENTARY	BAROLA, JAYMEL JOY BALBIDO	TEACHER III	OSEC-DECSB-TCH3-391915-2021
3	ELEMENTARY	CAS, EMMANUEL BANANO	TEACHER III	OSEC-DECSB-TCH3-391919-2021
4	KINDERGARTEN	ENDAYA, MARISON LLANTO	TEACHER III	OSEC-DECSB-TCH3-391925-2021
5	ELEMENTARY	ESPARTINAS, SHIRLEY ZAMAR	TEACHER III	OSEC-DECSB-TCH3-391917-2021
6	ELEMENTARY	FLORDELIZ, JOSE NUDO	TEACHER II	OSEC-DECSB-TCH2-390538-2021
7	MT SIA MHS	GALIT, AARON FERNANDEZ	TEACHER III	OSEC-DECSB-TCH3-391923-2021
8	ELEMENTARY	GIDOC, RYAN CHRISTOPHER ENDAYA	TEACHER III	OSEC-DECSB-TCH3-391916-2021
9	CADANGANAN NHS	GIME, REMMON JAZMIN	TEACHER III	OSEC-DECSB-TCH3-391922-2021
10	BAYASONG NHS	MEDENILLA, MARIA NIEAN BALEAN	TEACHER II	OSEC-DECSB-TCH2-390539-2021
11	CASIGURAN TVS	MONTALLANA, PAMELA ESTACIO	TEACHER III	OSEC-DECSB-TCH3-391921-2021
12	ORAS NHS	NUDO, CAMILLE LLAMERA	TEACHER III	OSEC-DECSB-TCH3-391920-2021



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13	ELEMENTARY	ORIAS, IVY ROXANNE DONOR	TEACHER III	OSEC-DECSB-TCH3-391918-2021
14	BITON HS	SUNDIAM, PRINCE ACE HALLIG	TEACHER III	OSEC-DECSB-TCH3-391924-2021

**NOSCA NO. 0502021-09-042 dated September 16, 2021:**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	DONSOL NCHS	SINO-AG, GEMMA LOLENG	TEACHER II	OSEC-DECSB-TCH2-390541-2021

4. Below is the list of requirements for appointment.

CSC FILE (BLUE FOLDER)	201 FILE (GREEN FOLDER)
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	1 - Photocopy of Previous Appointment
2 - Form 122-D (signed by the immediatehead)	1 - Updated Service Record
2 - PDS / Form 212 (signed by the AOV/Legal Officer)	
2 - CSC Form Work Experience Sheet	
1 - CSC Authenticated Copy of CSC Certificate of Eligibility (for PBET)	
1 - Original PRC Authenticated Copy of Certificate of Rating	
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1 – Original PRC Authenticated Copy of Certificate of Good Standing (valid if the PRC License is not expired)	
1 – Authenticated copy of PSA Marriage Contract (for female appointees only)	

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 SCHOOL PRINCIPAL II:**

**BOX NO. 19:** Sets, the mission, vision, goals, and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors, and assesses the school curriculum and is accountable for higher learning outcomes.

**BOX NO. 20:**

1. Supervises and directs all school teaching and non-teaching personnel
2. Manages instructional system
3. Sets up goals and objectives
4. Leads and implements educational programs
5. Organizes and conducts INSETs
6. Promotes and coordinates services for the holistic development of school personnel and pupils
7. Directs, coordinates and manages school funds according to prioritized needs
8. Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.)
9. Requests and distributes instructional materials
10. Initiates and compiles teachers' professional documents in portfolios
11. Practices equitable distribution of teaching loads and observes teacher-learner ratio
12. Inspects regularly Daily Lesson Logs (DLL)
13. Monitors teachers' upkeep of students' records



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14. Provides EPA compliant accommodation to learners amidst shortages
15. Prepares/consolidates reports
16. Rates all school personnel performance and recommends promotion
17. Creates committee to assess learning outcomes
18. Establishes linkages with stakeholders
19. Ensures compliance to existing laws, policies and orders of fund-raising projects for the school
20. Evaluates the school plant, physical facilities fitness, safety, and sufficiency with the assistance of specialists
21. Formulates intervention programs/innovations for learners' development
22. Organizes special classes for learners with special needs
23. Meets parents regularly to confer/inform about school accomplishments
24. Determines the strengths, weaknesses, opportunities, and threats of the school
25. Designs programs with stakeholders to address school needs
26. Recognizes accomplishments of stakeholder's
27. Promotes welfare of stakeholders'
28. Mediates and ensures resolution of conflicts in school
29. Formulates school policies with stakeholders
30. Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)
31. Promotes school discipline with stakeholders
32. Leads the preparation of SIP/AIP and ensures participation of stakeholders

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

**SCHOOL PRINCIPAL II**

Education	Bachelor's degree in Elementary Education; or bachelor's degree with 18 professional education units plus 6 units of Management
Experience	1 year as Principal
Eligibility	RA 1080 (Teacher)
Trainings	40 hours of relevant training



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**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

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

**TEACHER III**

Education	Bachelor of Elementary/Secondary/Early Childhood Education or bachelor's degree plus 18 professional unit in education
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Experience	2 years of relevant experience
Eligibility	RA 1080 (Teacher)
Trainings	None required

**TEACHER II**

Education	Bachelor of Elementary/Secondary/Early Childhood Education or bachelor's degree plus 18 professional unit in education
Experience	1 year of relevant experience
Eligibility	RA 1080 (Teacher)
Trainings	None required

6. For information and compliance.

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



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