



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

November 17, 2022

DIVISION MEMORANDUM
NO. 22, s. 2022

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT
 FOR RECLASSIFICATION OF ITEMS (2022, BATCH 17)**

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. 0502022-10-020 dated October 14, 2022; NOSCA NO. 0502022-11-012 dated November 8, 2022; NOSCA NO. 0502022-11-030 dated November 11, 2022; and NOSCA NO. 0502022-11-035 dated November 14, 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 **December 9, 2022**, at the **SDO Records Section**.

NOSCA NO. 0502022-10-020 dated October 14, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	GRANADO, ROSEMARIE DIANO	TEACHER III	OSEC-DECSB-TCH3-393916-2022
2	PILAR NCHS	MACASINAG, MARY JOY EVANO	TEACHER III	OSEC-DECSB-TCH3-393918-2022
3	PILAR NCHS	PEREZ, RUDERICK MAQUINANA	TEACHER III	OSEC-DECSB-TCH3-393917-2022

NOSCA NO. 0502022-11-012 dated November 8, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	BULAN NHS	ABERION, MARITESS GUBAT	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390126-2022
2	BULAN NHS	GAMBA, RACHEL AREVALO	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390356-2022



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
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NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
3	BULAN NHS	GERSALIA, APRIL RODRIGUEZ	MASTER TEACHER II	OSEC-DECSB-MTCHR2-390087-2022
4	BULAN NHS	GOJAR, ANA MARIA BELIZAR	MASTER TEACHER II	OSEC-DECSB-MTCHR2-390088-2022
5	BULAN NHS	RAPI, HEZEL GAPAS	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390355-2022
6	ELEMENTARY	LEE, DOMINICA CAYABAN	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390125-2022

NOSCA NO. 0502022-11-030 dated November 11, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	CAPOBRES, AILENE ENERIO	MASTER TEACHER II	OSEC-DECSB-MTCHR2-390089-2022
2	ELEMENTARY	CIELO, APRIL ROSE GAYTA	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390364-2022
3	ELEMENTARY	ENCINARES, RUEL TORENTE	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390366-2022
4	ELEMENTARY	ESCALDERON, AGNES COLLINGWOOD	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390365-2022
5	ELEMENTARY	ESTIPONA, ANALYN PURA	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390133-2022
6	ELEMENTARY	ORTIZ, EMIL ESCANILLA	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390363-2022
7	GALLANOSA NHS	LITA, JERIDA DIVINAGRACIA	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390367-2022
8	STA. MAGDALENA NHS	FULGAR, FLORDELIZ FORTE	MASTER TEACHER II	OSEC-DECSB-MTCHR2-390090-2022



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NOSCA NO. 0502022-11-035 dated November 14, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	DEDASE, CRISTINA GESTIADA	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-390079-2022
2	PRIETO DIAZ NHS	DESTAJO, MARILOU DITAN	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390134-2022

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
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		



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

- The forms for Appointment are available for download at the SDO Website (<https://depedsorsogon.com.ph/Home/Forms>). For the copy of the accomplished Form 122-D or Position Description Form, kindly send an e-mail to kristineruby.dellosa@deped.gov.ph.
- For information and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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