



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

December 1, 2022

DIVISION MEMORANDUM
 NO. 227, s. 2022

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT
 FOR RECLASSIFICATION OF ITEMS (2022, BATCH 18)**

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. 0502022-11-039 dated November 15, 2022; and NOSCA NO. 0502022-11-050 dated November 16, 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 16, 2022**, at the **SDO Records Section**.

NOSCA NO. 0502022-11-039 dated November 15, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	ENCINARES, JASON DEPASUPIL	HEAD TEACHER I	OSEC-DECSB- HTEACH1-390135-2022

NOSCA NO. 0502022-11-050 dated November 16, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	RAPI, RANDY TIAMZON	HEAD TEACHER I	OSEC-DECSB- HTEACH1-390136- 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.	1 copy	Updated Service Record



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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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public		
1 copy	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)		

5. 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.

6. For information and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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