



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

March 23, 2023

**DIVISION MEMORANDUM**  
**NO. 068, s. 2023**

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT  
 FOR RECLASSIFICATION OF ITEMS (2023, BATCH 1)**

To: Public Schools District Supervisors  
 Secondary School Heads  
 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. 0502023-03-011 dated March 15, 2023.
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 **April 14, 2023**, at the **SDO Records Section**.

**NOSCA NO. 0502023-03-011 dated March 15, 2023**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	CASIGURAN TVS	BAILON, RYAN ENANO	TEACHER III	OSEC-DECSB-TCH3-390120-2023
2	CASIGURAN TVS	BERAÑA, IVY HUBILLA	TEACHER III	OSEC-DECSB-TCH3-390121-2023
3	CASIGURAN TVS	DOGELLO, ANGELO DELMAR	TEACHER III	OSEC-DECSB-TCH3-390122-2023
4	CASIGURAN TVS	FINEZ, ELSIE BRIOSO	TEACHER III	OSEC-DECSB-TCH3-390119-2023

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	1 copy	Photocopy of Last



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
 Landline: (056) 211-6461  
 Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
 Website: [depedsorsogon.com.ph](http://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
	Office)		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 (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>).

6. For information and compliance.

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



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
 Landline: (056) 211-6461  
 Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
 Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



CIP 5461/21/05/1163