



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

March 29, 2023

DIVISION MEMORANDUM
NO. 074, s. 2023

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT
FOR RECLASSIFICATION OF ITEMS (2023, BATCH 2)**

To: Public Schools District Supervisors
Elementary and 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. 0502023-03-028 dated March 23, 2023, and NO. 0502023-03-031 dated March 27, 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. 0502023-03-028 dated March 23, 2023

| NO. | PSIPOP | NAME OF INCUMBENT | POSITION TITLE | ITEM NUMBER |
|-----|----------------|-----------------------------|----------------|-----------------------------|
| 1 | BAGACAY NHS | FLORESCA, MENARD FORTE | TEACHER III | OSEC-DECSB-TCH3-390248-2023 |
| 2 | BANTAYAN NHS | LOSITAÑO, REIZEL MACENA | TEACHER III | OSEC-DECSB-TCH3-390232-2023 |
| 3 | BAYASONG NHS | MINA, REGINE PEREZ | TEACHER III | OSEC-DECSB-TCH3-390233-2023 |
| 4 | BUENAVISTA NHS | JARDIN, GUADALYN LOSABIO | TEACHER III | OSEC-DECSB-TCH3-390234-2023 |
| 5 | CASIGURAN TVS | HILA, ARLENE BALDORADO | TEACHER III | OSEC-DECSB-TCH3-390250-2023 |
| 6 | CASIGURAN TVS | HILA, REDENTOR II LAGATA | TEACHER III | OSEC-DECSB-TCH3-390249-2023 |
| 7 | ELEMENTARY | ALMEN, MARGIELYN BRONDIAL | TEACHER III | OSEC-DECSB-TCH3-390218-2023 |
| 8 | ELEMENTARY | AZUR, PRECIOUS BARGO | TEACHER III | OSEC-DECSB-TCH3-390217-2023 |
| 9 | ELEMENTARY | BUENAFLO, MARILYN TORRES | TEACHER III | OSEC-DECSB-TCH3-390223-2023 |
| 10 | ELEMENTARY | CAMAR, BIANCA JEAN DOMAGTOY | TEACHER III | OSEC-DECSB-TCH3-390214-2023 |



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
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|-----|---------------|---------------------------------|----------------|-----------------------------|
| 11 | ELEMENTARY | CANTILLO, APRIL LABINI | TEACHER III | OSEC-DECSB-TCH3-390222-2023 |
| 12 | ELEMENTARY | DE LEON, CINDY ESPERA | TEACHER III | OSEC-DECSB-TCH3-390212-2023 |
| 13 | ELEMENTARY | DOGAYO, MARIANNE LINGA | TEACHER III | OSEC-DECSB-TCH3-390220-2023 |
| 14 | ELEMENTARY | ERLANO, CHONA EVASCO | TEACHER III | OSEC-DECSB-TCH3-390215-2023 |
| 15 | ELEMENTARY | EVA, LUISA EMBILE | TEACHER III | OSEC-DECSB-TCH3-390227-2023 |
| 16 | ELEMENTARY | EVARDO, GLENDA DEOCAREZA | TEACHER III | OSEC-DECSB-TCH3-390216-2023 |
| 17 | ELEMENTARY | GOLIMLIM, VANESSA JANE FLORESCA | TEACHER III | OSEC-DECSB-TCH3-390219-2023 |
| 18 | ELEMENTARY | GUEVARA, RUBY FRANDO | TEACHER III | OSEC-DECSB-TCH3-390226-2023 |
| 19 | ELEMENTARY | KUAN, ANGELICA DONOR | TEACHER III | OSEC-DECSB-TCH3-390224-2023 |
| 20 | ELEMENTARY | LOLO, RAMEL LOPEZ | TEACHER III | OSEC-DECSB-TCH3-390221-2023 |
| 21 | ELEMENTARY | MALASA, ANICIA LODOR | TEACHER III | OSEC-DECSB-TCH3-390228-2023 |
| 22 | ELEMENTARY | MANANES, NOEME VALENZUELA | TEACHER II | OSEC-DECSB-TCH2-390042-2023 |
| 23 | ELEMENTARY | MORCO, MARK RYAN GERANCO | TEACHER III | OSEC-DECSB-TCH3-390225-2023 |
| 24 | ELEMENTARY | ODO, LULLABY BAYOCA | TEACHER III | OSEC-DECSB-TCH3-390213-2023 |
| 25 | GABAO NHS | BORLON, SHALI GAANO | TEACHER III | OSEC-DECSB-TCH3-390238-2023 |
| 26 | GABAO NHS | MADRID, ADELYN BUENAFLORE | TEACHER III | OSEC-DECSB-TCH3-390241-2023 |
| 27 | GABAO NHS | TEJADA, RANJEE FURISCAL | TEACHER III | OSEC-DECSB-TCH3-390240-2023 |
| 28 | GABAO NHS | TERRADO, KRISTINE GOMEZ | TEACHER III | OSEC-DECSB-TCH3-390239-2023 |
| 29 | GALLANOSA NHS | GALON, ANALYN DELOS SANTOS | TEACHER III | OSEC-DECSB-TCH3-390243-2023 |



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|-----|---------------------|--------------------------------------|----------------|-----------------------------|
| 30 | GALLANOSA NHS | GRAFIA, KAYCEE GERONA | TEACHER III | OSEC-DECSB-TCH3-390244-2023 |
| 31 | KINDERGARTEN | BUBAN, MARIA CHERRY CANTUBA | TEACHER III | OSEC-DECSB-TCH3-390229-2023 |
| 32 | LAJONG HS | GUALVEZ, JUDY ANN BRIONES | TEACHER III | OSEC-DECSB-TCH3-390242-2023 |
| 33 | MAGALLANES NVHS | BALAORO, MARIA JEJIZA MAE ANTIQUIERA | TEACHER III | OSEC-DECSB-TCH3-390236-2023 |
| 34 | MAGALLANES NVHS | ENMEL, CARMELA NAVAS | TEACHER III | OSEC-DECSB-TCH3-390235-2023 |
| 35 | MAGALLANES NVHS | SAJA, JERICA SAMONTE | TEACHER III | OSEC-DECSB-TCH3-390237-2023 |
| 36 | SALVACION HS | BUSTAMANTE, MA CATHERINE NUELAN | TEACHER II | OSEC-DECSB-TCH2-390044-2023 |
| 37 | SALVACION HS | LUMBAO, BERYL TRIXIE ARGOTE | TEACHER II | OSEC-DECSB-TCH2-390043-2023 |
| 38 | SAN JUAN BAG-O HS | FIGUEROA, MARIA SHIELA BREZUELA | TEACHER III | OSEC-DECSB-TCH3-390231-2023 |
| 39 | SAN JUAN BAG-O HS | OSEO, MARY ROSE GIGANTOCA | TEACHER III | OSEC-DECSB-TCH3-390230-2023 |
| 40 | SANTA MAGDALENA NHS | CAYANAN, MARK SALIMPADE | TEACHER III | OSEC-DECSB-TCH3-390245-2023 |
| 41 | SANTA MAGDALENA NHS | EUPEÑA, EDWARD JANABON | TEACHER III | OSEC-DECSB-TCH3-390246-2023 |
| 42 | SANTA MAGDALENA NHS | GENERALO, LUIS GARGALLO | TEACHER III | OSEC-DECSB-TCH3-390247-2023 |

NOSCA NO. 0502023-03-031 dated March 27, 2023

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|-----|--------------|----------------------|----------------|-----------------------------|
| 1 | BAYASONG NHS | ILANO, RODORA MINA | TEACHER III | OSEC-DECSB-TCH3-390263-2023 |
| 2 | ELEMENTARY | CADAG, JESICA NUELAN | TEACHER III | OSEC-DECSB-TCH3-390269-2023 |



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| 3 | ELEMENTARY | FULONG, RONA VALEZ | TEACHER III | OSEC-DECSB-TCH3-390265-2023 |
| 4 | ELEMENTARY | HABITAN, SONIA DEVERLA | TEACHER III | OSEC-DECSB-TCH3-390270-2023 |
| 5 | ELEMENTARY | RAPI, RYMAR TIAMZON | TEACHER III | OSEC-DECSB-TCH3-390268-2023 |
| 6 | ELEMENTARY | TRIÑANES, MICHELLE SANTIAGO | TEACHER III | OSEC-DECSB-TCH3-390267-2023 |
| 7 | ELEMENTARY | TUBALENAL, ADORA ROSE EMANO | TEACHER III | OSEC-DECSB-TCH3-390266-2023 |
| 8 | GUBAT NHS | DELA CRUZ, MARY JOY PANIERGO | TEACHER III | OSEC-DECSB-TCH3-390259-2023 |
| 9 | GUBAT NHS | HUERTO, KAREN ESPEÑO | TEACHER III | OSEC-DECSB-TCH3-390258-2023 |
| 10 | KINDERGARTEN | LAGONNOY, SARAH JANE BANGATE | TEACHER III | OSEC-DECSB-TCH3-390264-2023 |
| 11 | SAN FRANCISCO NHS | GLIANE, MARY ANN GRANTOS | TEACHER III | OSEC-DECSB-TCH3-390261-2023 |
| 12 | SAN FRANCISCO NHS | NAVARRO, GIAAN GIMORO | TEACHER III | OSEC-DECSB-TCH3-390262-2023 |
| 13 | SANTA MAGDALENA NHS | GUATNO, GIGI SALADINO | TEACHER III | OSEC-DECSB-TCH3-390260-2023 |

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 Approved Appointment |



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| BLUE FOLDER (CSC FILE) | | GREEN FOLDER (201 FILE) | |
|------------------------|--|-------------------------|------------------------|
| NO. OF COPIES | REQUIREMENT | NO. OF COPIES | REQUIREMENT |
| 2 copies | Office) 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) | | |

- The forms for Appointment are available for download at the SDO Website (<https://depedsorsogon.com.ph/Home/Forms>).
- For information and compliance.


JOSE L. DONCILLO, CESO V
 Schools Division Superintendent



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