



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

April 14, 2023

**DIVISION MEMORANDUM**  
NO. 080, s. 2023

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT  
FOR RECLASSIFICATION OF ITEMS (2023, BATCH 3)**

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. 0502023-03-040 dated April 4, 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 28, 2023**, at the **SDO Records Section**.

**NOSCA NO. 0502023-03-040 dated April 4, 2023**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	BULACAO NHS	CABALLERO, LIEZEL ESCARCHA	TEACHER III	OSEC-DECSB-TCH3-390366-2023
2	ELEMENTARY	ALAMA, JOY QUINONES	TEACHER III	OSEC-DECSB-TCH3-390378-2023
3	ELEMENTARY	ANSANO, JANE MOSATALLA	TEACHER III	OSEC-DECSB-TCH3-390371-2023
4	ELEMENTARY	ARCEGA, ANGELA MAE LESANO	TEACHER III	OSEC-DECSB-TCH3-390390-2023
5	ELEMENTARY	ARCEGA, CHRISTIAN ALAPAD	TEACHER III	OSEC-DECSB-TCH3-390393-2023
6	ELEMENTARY	ARCEGA, MARIZ ESTARES	TEACHER III	OSEC-DECSB-TCH3-390386-2023
7	ELEMENTARY	BAGAGNAN, JOEY MACEDA	TEACHER III	OSEC-DECSB-TCH3-390409-2023
8	ELEMENTARY	BALAGUER, ROSE ANNE GILE	TEACHER III	OSEC-DECSB-TCH3-390392-2023
9	ELEMENTARY	BALALA, SANDRA HALLIG	TEACHER III	OSEC-DECSB-TCH3-390385-2023
10	ELEMENTARY	BARBEN, JENNY WONG	TEACHER III	OSEC-DECSB-TCH3-390413-2023
11	ELEMENTARY	BONETE, KATHERINE BELANDO	TEACHER III	OSEC-DECSB-TCH3-390414-2023



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NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
12	ELEMENTARY	BONGOS, MABEL LATUGA	TEACHER II	OSEC-DECSB-TCH2-390069-2023
13	ELEMENTARY	BOS, LUCIA ESCAÑO	TEACHER III	OSEC-DECSB-TCH3-390412-2023
14	ELEMENTARY	BUITIZON, SHIELA MAY GATON	TEACHER III	OSEC-DECSB-TCH3-390384-2023
15	ELEMENTARY	CALUBIRAN, MARIEL JOY GERERO	TEACHER III	OSEC-DECSB-TCH3-390418-2023
16	ELEMENTARY	CASTILLO, JENALITA LLANETA	TEACHER III	OSEC-DECSB-TCH3-390395-2023
17	ELEMENTARY	DE ASIS, MELANIE DE HITTA	TEACHER II	OSEC-DECSB-TCH2-390068-2023
18	ELEMENTARY	DECANO, ROMENA BRIAGAS	TEACHER III	OSEC-DECSB-TCH3-390407-2023
19	ELEMENTARY	DELADIA, JESZA BALAGUER	TEACHER III	OSEC-DECSB-TCH3-390408-2023
20	ELEMENTARY	DINO, NEMIA GONO	TEACHER III	OSEC-DECSB-TCH3-390415-2023
21	ELEMENTARY	DIO, LORENA HITOSIS	TEACHER III	OSEC-DECSB-TCH3-390379-2023
22	ELEMENTARY	DIVINAGRACIA, MERCY GUAB	TEACHER III	OSEC-DECSB-TCH3-390369-2023
23	ELEMENTARY	EMBERGA, ROSIEL GALVEZ	TEACHER III	OSEC-DECSB-TCH3-390416-2023
24	ELEMENTARY	ENCINAS, JAY-R CADAG	TEACHER III	OSEC-DECSB-TCH3-390403-2023
25	ELEMENTARY	ENELDA, JENNIFER FULLENTE	TEACHER III	OSEC-DECSB-TCH3-390396-2023
26	ELEMENTARY	ESTONANTO, IRIS ESPENIDA	TEACHER III	OSEC-DECSB-TCH3-390382-2023
27	ELEMENTARY	ETE, FELOMINA JERESANO	TEACHER III	OSEC-DECSB-TCH3-390377-2023
28	ELEMENTARY	FIGUEROA, LYN AMBAIT	TEACHER III	OSEC-DECSB-TCH3-390391-2023
29	ELEMENTARY	FRESNOZA, JAZZY LAGAJENO	TEACHER III	OSEC-DECSB-TCH3-390383-2023
30	ELEMENTARY	FULLER, MELANIE LLANETA	TEACHER III	OSEC-DECSB-TCH3-390373-2023



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31	ELEMENTARY	FULO, ARREDA PELOTA	TEACHER III	OSEC-DECSB-TCH3-390402-2023
32	ELEMENTARY	GACOSTA, IRENE FUENTES	TEACHER III	OSEC-DECSB-TCH3-390404-2023
33	ELEMENTARY	GAURINO, ANNA LIZA EMBILE	TEACHER III	OSEC-DECSB-TCH3-390372-2023
34	ELEMENTARY	GENETIA, JANET GUARTE	TEACHER III	OSEC-DECSB-TCH3-390405-2023
35	ELEMENTARY	JAYCO, LARA MAE DITAN	TEACHER III	OSEC-DECSB-TCH3-390376-2023
36	ELEMENTARY	JINTALAN, JANIT GALVEZ	TEACHER III	OSEC-DECSB-TCH3-390401-2023
37	ELEMENTARY	LEGASPI, JODEL ZAMORA	TEACHER III	OSEC-DECSB-TCH3-390400-2023
38	ELEMENTARY	LOBRIN, PILIPINA ABLITER	TEACHER III	OSEC-DECSB-TCH3-390380-2023
39	ELEMENTARY	LOILO, CHRISTINE BELEN	TEACHER III	OSEC-DECSB-TCH3-390398-2023
40	ELEMENTARY	LORILLA, ROSE MARIE CARRASCAL	TEACHER III	OSEC-DECSB-TCH3-390388-2023
41	ELEMENTARY	LUMBAO, JANFAITH BRIONES	TEACHER III	OSEC-DECSB-TCH3-390406-2023
42	ELEMENTARY	LUTAO, MARY LYNN BURABOD	TEACHER III	OSEC-DECSB-TCH3-390374-2023
43	ELEMENTARY	MANATA, CHRISTY TOCA	TEACHER III	OSEC-DECSB-TCH3-390420-2023
44	ELEMENTARY	MIAS, ZAIRILL BERNAL	TEACHER III	OSEC-DECSB-TCH3-390410-2023
45	ELEMENTARY	MIRAFLORES, EMMA MANALO	TEACHER III	OSEC-DECSB-TCH3-390417-2023
46	ELEMENTARY	OBLIGAR, NOELYN SHYLA LLARENA	TEACHER III	OSEC-DECSB-TCH3-390419-2023
47	ELEMENTARY	PAREJA, FANIE MAGDARAOG	TEACHER III	OSEC-DECSB-TCH3-390411-2023
48	ELEMENTARY	PAREJA, MARY JOY DE LA CRUZ	TEACHER III	OSEC-DECSB-TCH3-390381-2023
49	ELEMENTARY	PASAGUE, GINA BALISACAN	TEACHER III	OSEC-DECSB-TCH3-390389-2023



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50	ELEMENTARY	PASION, ARIANE MANAPAT	TEACHER III	OSEC-DECSB-TCH3-390397-2023
51	ELEMENTARY	POLLOSO, SYLVIA HAMOS	TEACHER III	OSEC-DECSB-TCH3-390399-2023
52	ELEMENTARY	RELATA, JULIET HIPOS	TEACHER III	OSEC-DECSB-TCH3-390370-2023
53	ELEMENTARY	RODRIGUEZ, JAYSON BALLON	TEACHER III	OSEC-DECSB-TCH3-390394-2023
54	ELEMENTARY	ROMERO, MARY JANE HUMANG-IT	TEACHER III	OSEC-DECSB-TCH3-390387-2023
55	ELEMENTARY	SANDAGON, DORIS MIRANDILLA	TEACHER III	OSEC-DECSB-TCH3-390375-2023
56	ELEMENTARY	VIÑAS, ANGIE BUISING	TEACHER II	OSEC-DECSB-TCH2-390067-2023
57	GABAO NHS	BONSO, SALVE BAJARO	HEAD TEACHER III	OSEC-DECSB-HTEACH3-390023-2023
58	GALLANOSA NHS	SAN DIEGO, TITAN JOY SEBASTIAN	TEACHER III	OSEC-DECSB-TCH3-390367-2023
59	GUBAT NHS	LACANDULA, MARGERY ESCOPETE	TEACHER III	OSEC-DECSB-TCH3-390365-2023
60	KINDERGARTEN	FUENSALIDA, ROSELLE VALENTIN	TEACHER II	OSEC-DECSB-TCH2-390066-2023
61	KINDERGARTEN	PADURA, MARIA FE ESQUETA	TEACHER III	OSEC-DECSB-TCH3-390368-2023
62	PTO. DIAZ NHS	ESCARTIN, MARIVIC ESTAYANE	TEACHER III	OSEC-DECSB-TCH3-390363-2023
63	PTO. DIAZ NHS	PICARDO, IRENE ESTROPIA	TEACHER III	OSEC-DECSB-TCH3-390364-2023

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.

**WILLIAM E. GANDO, CESO VI**  
Schools Division Superintendent



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