



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

July 5, 2023

**DIVISION MEMORANDUM**  
 NO. 141, s. 2023

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT  
 FOR RECLASSIFICATION OF ITEMS (2023, BATCH 7)**

To: Public Schools District Supervisors  
 Elementary 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. 0502023-06-027 dated June 21, 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 **July 31, 2023**, for checking at the SDO Personnel Section.

**NOSCA NO. 0502023-06-027 dated June 21, 2023**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	BUBAN, LOUIE MELITANTE	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390030-2023
2	ELEMENTARY	FLESTADO, ROXANNE ESPINOL	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390029-2023
3	ELEMENTARY	FRANCHE, HAZEL MAROLLANO	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390032-2023
4	ELEMENTARY	GIMPAO, RUBY DOLOIRAS	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390028-2023
5	ELEMENTARY	GREFALDEO, EMEROSE ESTERA	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390033-2023
6	ELEMENTARY	HICAP, ROSEMARIE RIL	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390027-2023



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NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
7	ELEMENTARY	LOTERTE, BONNA GERONILLA	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390031-2023

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 Office)	1 copy	Photocopy of Last Approved Appointment if any
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. 212 (Work Experience Sheet)	1 copy	<b>JUNIOR HS ONLY:</b> For Non-BSED Graduates, Certification/TOR/any proof of Methods of Teaching
2 copies (1 original, 1 photocopy)	PRC License (must be authenticated by the PRC)		
2 copies (1 original, 1 photocopy)	PRC Certificate of Good Standing (must be authenticated by the PRC)		
2 copies (1 original, 1 photocopy)	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		



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	No. 1, s. 2017 (Position Description Form)  PSA Marriage Contract (for female appointees only, if applicable)		

5. The forms and guides for Appointment are available for download from this link: <https://tinyurl.com/3zen5mbw> , or scan this QR Code:



6. For information and compliance.

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

9



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