



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

August 2, 2023

DIVISION MEMORANDUM

NO. 149, s. 2023

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT
FOR RECLASSIFICATION OF ITEMS (2023, BATCH 8)**

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. 0502023-07-007 dated July 7, 2023, and 0502023-07-030 dated July 18, 2023.
2. The requirements for appointment are indicated after the list.
3. The forms and guides for Appointment are available for download from this link: <https://tinyurl.com/3zen5mbw> , or scan this QR Code:



4. All concerned are requested to submit their Pertinent Papers for Appointment on or before **August 31, 2023**, for checking at the SDO Personnel Section.

NOSCA NO. 0502023-07-007 dated July 7, 2023

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	CUMADCAD NHS	PAGAO, MERLY DICHOSO	MASTER TEACHER II	OSEC-DECSB- MTCHR2-390040- 2023

NOSCA NO. 0502023-07-030 dated July 18, 2023

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	BARCELONA NCHS	DOLUNTAP, JOANNE RAE CAYTON	TEACHER III	OSEC-DECSB- TCH3-392280-2023



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
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Website: depedsorsogon.com.ph



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2	BUHANG NHS	DECANO, SHERYL MARTIREZ	TEACHER III	OSEC-DECSB-TCH3-392279-2023
3	BULAN NHS	OBSUM, ELIZABETH HOJAS	TEACHER II	OSEC-DECSB-TCH2-390882-2023
4	CASIGURAN TVS	HIJE, RICA POLLOSO	HEAD TEACHER III	OSEC-DECSB-HTEACH3-390037-2023
5	CUMADCAD NHS	BAHOY, MARY JANE LLONA	TEACHER III	OSEC-DECSB-TCH3-392277-2023
6	CUMADCAD NHS	GAMIS, ARLENE BRIOSO	MASTER TEACHER II	OSEC-DECSB-MTCHR2-390041-2023
7	CUMADCAD NHS	LESANO, ROMMEL LATORRE	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390039-2023
8	DONSOL NCHS	ABORDO, ANGELA MANDANE	TEACHER III	OSEC-DECSB-TCH3-392283-2023
9	ELEMENTARY	AVISADO, VALDEMAR MAGDAMIT	TEACHER III	OSEC-DECSB-TCH3-392267-2023
10	ELEMENTARY	BALBALOSA, REA-ANN GIBA	TEACHER III	OSEC-DECSB-TCH3-392265-2023
11	ELEMENTARY	DECANO, RUBIE LYN GERERO	TEACHER III	OSEC-DECSB-TCH3-392266-2023
12	ELEMENTARY	DESPABILADERAS, JEANELYN FRIO	TEACHER III	OSEC-DECSB-TCH3-392269-2023
13	ELEMENTARY	ESPINELE, CHARLYN ESMUNDO	TEACHER III	OSEC-DECSB-TCH3-392274-2023
14	ELEMENTARY	ESQUIERA, MADEL PIA	TEACHER III	OSEC-DECSB-TCH3-392268-2023
15	ELEMENTARY	ESTADOLA, ROMELYN SELLADO	TEACHER III	OSEC-DECSB-TCH3-392264-2023
16	ELEMENTARY	ESTRAÑA, SARAH NIERVA	TEACHER III	OSEC-DECSB-TCH3-392272-2023
17	ELEMENTARY	GATON, NOEMI GARRA	TEACHER III	OSEC-DECSB-TCH3-392275-2023
18	ELEMENTARY	LALATA, RAINY LISAY	TEACHER III	OSEC-DECSB-TCH3-392273-2023



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NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
19	ELEMENTARY	LASARTE, MELODY HUNGRIA	TEACHER III	OSEC-DECSB-TCH3-392270-2023
20	ELEMENTARY	VALLADOLID, CHERRY MAE LLONA	TEACHER III	OSEC-DECSB-TCH3-392271-2023
21	GUBAT NHS	ESTREMERA, MARIA JENNALYN VALENCIA	TEACHER III	OSEC-DECSB-TCH3-392278-2023
22	KINDERGARTEN	DOCTOR, ARLENE GAMBA	TEACHER II	OSEC-DECSB-TCH2-390881-2023
23	KINDERGARTEN	ESCANDOR, ANNIE GRACE ENDONELA	TEACHER III	OSEC-DECSB-TCH3-392276-2023
24	MAYON NHS	LLORCA, SHEILA HUARDE	TEACHER II	OSEC-DECSB-TCH2-390883-2023
25	PILAR NCHS	ENDAYA, TERESA LAGASCA	HEAD TEACHER II	OSEC-DECSB-HTEACH2-390009-2023
26	PILAR NCHS	LLONA, ALDEN LATIGAY	HEAD TEACHER II	OSEC-DECSB-HTEACH2-390010-2023
27	SAN FRANCISCO NHS	GRIPON, MARIA ANNA BETH DEBLOIS	TEACHER III	OSEC-DECSB-TCH3-392282-2023
28	SAN FRANCISCO NHS	GUIM, DYESSEBEL GUAN	TEACHER III	OSEC-DECSB-TCH3-392281-2023
29	SANTA MAGDALENA NHS	EUPENA, EVELYN GUTIERREZ	TEACHER III	OSEC-DECSB-TCH3-392284-2023

5. 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		



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

6. For information and compliance.


WILLIAM E. GANDO, CESO VI
 Schools Division Superintendent



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