



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

August 7, 2023

DIVISION MEMORANDUM
NO. 156, s. 2023

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT
FOR RECLASSIFICATION OF ITEMS (2023, BATCH 9)**

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. 0502023-07-041 dated July 20, 2023, and NOSCA NO. 0502023-07-075 dated July 28, 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. 0502023-07-041 dated July 20, 2023

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	ALIM, VICENTE MARINAY	SCHOOL PRINCIPAL III	OSEC-DECSB-SP3-390005-2023
2	ELEMENTARY	NANTIZA, GENELITA ARCOS	SCHOOL PRINCIPAL III	OSEC-DECSB-SP3-390004-2023
3	SAN JUAN NHS	CAMACHO, GILBERT BORILLA	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390015-2023



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
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NOSCA NO. 0502023-07-075 dated July 28, 2023

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	DONSOL NCHS	RAZO, DESIREE CLAREE JIMENEZ	MASTER TEACHER III	OSEC-DECSB-MTCHR3-390030-2023
2	DONSOL NCHS	TRINANES, MELODY GUADAMOR	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390053-2023
3	GALLANOSA NHS	BROGADA, SAUL HALLIG	HEAD TEACHER IV	OSEC-DECSB-HTEACH4-390006-2023
4	GALLANOSA NHS	CAMPO, JACQUELINE DOLLENTAS	MASTER TEACHER III	OSEC-DECSB-MTCHR3-390029-2023
5	GALLANOSA NHS	MAGDAONG, ELEANOR GACIAS	HEAD TEACHER IV	OSEC-DECSB-HTEACH4-390005-2023
6	GALLANOSA NHS	PETALVER, ERICSON GAMUTIN	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390052-2023
7	GALLANOSA NHS	RIMPOLA, MARY ANN MALAPITAN	MASTER TEACHER II	OSEC-DECSB-MTCHR2-390043-2023

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 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	1 copy	JUNIOR HS ONLY: For Non-BSED Graduates, Certification/TOR/any



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	to CS Form No. 212 (Work Experience Sheet)		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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