



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

August 29, 2023

**DIVISION MEMORANDUM**  
NO. 176, s. 2023

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT  
FOR RECLASSIFICATION OF ITEMS (2023, BATCH 12)**

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. 0502023-08-036 dated August 17, 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 **September 29, 2023**, for checking at the SDO Personnel Section.

**NOSCA NO. 0502023-08-036 dated August 17, 2023**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	BAYASONG NHS	ALMEN, MARICHU LOTIVIO	Master Teacher I	OSEC-DECSB-MTCHR1-390102-2023
2	BULAN NHS	GRIPON, CARLOS MAMENTA	Master Teacher I	OSEC-DECSB-MTCHR1-390101-2023
3	CASIGURAN TVS	LLANILO, RHEA HABOC	Head Teacher I	OSEC-DECSB-HTEACH1-390045-2023
4	DONSOL NCHS	GAUFO, JOSEFA DELOVINO	Master Teacher I	OSEC-DECSB-MTCHR1-390100-2023



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NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
5	ELEMENTARY	DE OCAMPO, NESSIE CADAG	School Principal II	OSEC-DECSB-SP2-390015-2023
6	ELEMENTARY	FUENSALIDA, ALDIN SANTIAGO	Head Teacher I	OSEC-DECSB-HTEACH1-390044-2023
7	ELEMENTARY	GARDUQUE, DYRA GERNALE	Head Teacher I	OSEC-DECSB-HTEACH1-390043-2023
8	ELEMENTARY	GRAJO, PRINCESS ANNE GOGOLA	School Principal II	OSEC-DECSB-SP2-390014-2023
9	ELEMENTARY	MENDIZABAL, CHERYL LIZABA	School Principal II	OSEC-DECSB-SP2-390016-2023
10	ELEMENTARY	RAVANILLA, GLENDA LACDANG	School Principal II	OSEC-DECSB-SP2-390013-2023
11	GUBAT NHS	MENDIZABAL, AVE ERMINO	School Principal III	OSEC-DECSB-SP3-390010-2023
12	JUBAN HS	GRATUITO, GINA HERRERO	Master Teacher II	OSEC-DECSB-MTCHR2-390068-2023
13	MAGALLANES NHS	ESPALLARDO, FERMIN JR. GAÑAS	School Principal II	OSEC-DECSB-SP2-390017-2023
14	MATNOG NHS	GABAD, MARIA LEA CALAMDAG	Master Teacher II	OSEC-DECSB-MTCHR2-390067-2023
15	MATNOG NHS	GARRIDO, ENGELBERT GARBIN	Master Teacher II	OSEC-DECSB-MTCHR2-390065-2023
16	MATNOG NHS	GUAN, MEL JOHN PATRICIO	Master Teacher II	OSEC-DECSB-MTCHR2-390066-2023

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	1 copy	Photocopy of Last Approved Appointment if



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	Office)		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 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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