



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

September 19, 2023

**DIVISION MEMORANDUM**  
**NO. 196, s. 2023**

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT  
FOR RECLASSIFICATION OF ITEMS (2023, BATCH 13)**

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. 0502023-09-011 dated September 7, 2023, and NOSCA NO. 0502023-09-012 dated September 8, 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 **November 3, 2023**, for checking at the SDO Personnel Section.

**NOSCA NO. 0502023-09-011 dated September 7, 2023**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	BULAN NHS	SIERRA, MA. JINKEE GIPIT	Master Teacher II	OSEC-DECSB- MTCHR2-390083-2023
2	BULAN NHS	VARGAS, HARLET GLORIANE	Master Teacher III	OSEC-DECSB- MTCHR3-390035-2023
3	ELEMENTARY	OLIVAR, ROXAN GUANTERO	Head Teacher II	OSEC-DECSB- HTEACH2-390014- 2023
4	PILAR NCHS	ALVARADO, ZENaida NEGRITE	Master Teacher II	OSEC-DECSB- MTCHR2-390085-2023
5	PILAR NCHS	MALTO, LALAINE CADAG	Master Teacher III	OSEC-DECSB- MTCHR3-390036-2023



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NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
6	PILAR NCHS	MIRA, JEAN GOIS	Master Teacher II	OSEC-DECSB-MTCHR2-390084-2023

**NOSCA NO. 0502023-09-012 dated September 8, 2023**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	GALON, MARIA INES PANTI	School Principal II	OSEC-DECSB-SP2-390024-2023
2	ELEMENTARY	LUCAÑAS, YOLANDA LEYTE	Master Teacher I	OSEC-DECSB-MTCHR1-390120-2023
3	ELEMENTARY	MELLA, EDNA GARCIA	Master Teacher I	OSEC-DECSB-MTCHR1-390119-2023
4	ELEMENTARY	MONREAL, CECILIA MANGAMPO	Master Teacher I	OSEC-DECSB-MTCHR1-390118-2023
5	ELEMENTARY	RED, JUVILYN MOSTAZA	School Principal II	OSEC-DECSB-SP2-390025-2023
6	GUBAT NHS	ESTOCADO, ANDREA KRISTINE GERES	Head Teacher I	OSEC-DECSB-HTEACH1-390058-2023
7	GUBAT NHS	FABILANE, SHELLA ESCANILLA	Master Teacher II	OSEC-DECSB-MTCHR2-390087-2023
8	GUBAT NHS	PORCALLA, LYNNAN ESCUREL	Master Teacher II	OSEC-DECSB-MTCHR2-390086-2023
9	PILAR NCHS	BAUTISTA, CECILIA ALFONSO	Master Teacher III	OSEC-DECSB-MTCHR3-390037-2023

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)	1 copy	Updated Service Record



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	signed by a Public Attorney / Notary Public	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)	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)		
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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