



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

November 24, 2023

**DIVISION MEMORANDUM**  
**NO. 265, s. 2023**

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT  
 FOR RECLASSIFICATION OF ITEMS (2023, BATCH 15)**

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) NOSCA NO. 0502023-11-038 dated November 13, 2023, and NOSCA NO. 0502023-11-048 dated November 13, 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 **December 15, 2023**, for checking at the SDO Personnel Section.

**NOSCA NO. 0502023-11-038 dated November 13, 2023**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	PALLES, ELVIS SALVADOR	School Principal II	OSEC-DECSB-SP2-390030-2023

**NOSCA NO. 0502023-11-048 dated November 13, 2023**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	CASIGURAN TVS	HAJAS, MIGUEL JR HAVERIA	Master Teacher I	OSEC-DECSB-MTCHR1-390177-2023



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
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CIP 5461/21/05/1163



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NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
2	DONSOL VHS	RAZO, ABIGAIL ABITRIA	Head Teacher I	OSEC-DECSB-HTEACH1-390069-2023
3	ELEMENTARY	AREVALO, NORMA VILLANUEVA	Head Teacher I	OSEC-DECSB-HTEACH1-390067-2023
4	ELEMENTARY	GELOTIN, FRED GUANIZO	Head Teacher I	OSEC-DECSB-HTEACH1-390068-2023

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	Photocopy of the PRC License
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy	Photocopy of the PRC Certificate of Good Standing
1 copy	PRC License (must be authenticated by the PRC)	1 copy	Photocopy of the PRC Certificate of Rating
1 copy	PRC Certificate of Good Standing (must be authenticated by the PRC)	1 copy	Updated Service Record
1 copy	PRC Certificate of Rating (must be authenticated by the PRC). For PBET eligible, please attach the CSC	1 copy	Photocopy of the Latest Transcript of Records



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	Certificate (must be authenticated by CSC).  Accomplished CS Form No. 1, s. 2017 (Position Description Form)		
1 copy	Latest Transcript of Records (authenticated by the School/Issuing Institution)		
1 copy	PSA Marriage Contract (for female appointees only, if applicable)		

6. For information and compliance.

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



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