



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

March 15, 2022

DIVISION MEMORANDUM
No. 39, s. 2022

SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT FOR
RECLASSIFICATION OF ITEMS (2022, BATCH 2)

To: Public Schools District Supervisors
School Heads, Public Elementary and Secondary Schools
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. 0502022-02-007, 0502022-02-011, 0502022-02-012, 0502022-02-013, 0502022-02-014, 0502022-02-016, and 0502022-02-021, dated February 1, 2022; NOSCA NO. 0502022-02-020 dated February 18, 2022; and NOSCA NO. 0502022-03-001 dated March 2, 2022.
2. The requirements for appointment and the information needed for the Form 122-D are indicated after the list.
3. All concerned are requested to submit their Pertinent Papers for Appointment on or before **April 15, 2022** at the **Records Section**.

NOSCA NO. 0502022-02-007 dated February 1, 2022:

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	DINAPA NHS	BENASA, MYLENE CORTEZANO	MASTER TEACHER I	OSEC-DECSB-MTCHR1- 390001-2022

NOSCA NO. 0502022-02-011 dated February 1, 2022:

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	ABARETA, ROSALIE GOMEZ	TEACHER III	OSEC-DECSB-TCH3- 390022-2022



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2	ELEMENTARY	ANDES, BABY LYN ESPENA	TEACHER III	OSEC-DECSB-TCH3-390030-2022
3	ELEMENTARY	ATUTUBO, ROSEMARIE OBISPO	TEACHER III	OSEC-DECSB-TCH3-390026-2022
4	ELEMENTARY	BALMES, RACHEL FURIO	TEACHER III	OSEC-DECSB-TCH3-390027-2022
5	ELEMENTARY	DALAYAN, SANDRA JESALVA	TEACHER III	OSEC-DECSB-TCH3-390018-2022
6	ELEMENTARY	DOCTOR, JOHN PHIL PURA	TEACHER III	OSEC-DECSB-TCH3-390019-2022
7	ELEMENTARY	EQUIPADO, MERRIAM ABANES	TEACHER III	OSEC-DECSB-TCH3-390028-2022
8	ELEMENTARY	FRANCHE, WYNONA GUATNO	TEACHER III	OSEC-DECSB-TCH3-390025-2022
9	ELEMENTARY	HUETE, FENA HADAP	TEACHER III	OSEC-DECSB-TCH3-390023-2022
10	ELEMENTARY	LAGONNOY, JEANELITA VALLADOLID	TEACHER III	OSEC-DECSB-TCH3-390024-2022
11	ELEMENTARY	LUPO, NELLY MONTEVILLA	TEACHER III	OSEC-DECSB-TCH3-390031-2022
12	ELEMENTARY	MAÑAGO, ROSEMARJE TOLOSA	TEACHER III	OSEC-DECSB-TCH3-390021-2022
13	ELEMENTARY	MIRANDO, BABY GAY LUMBO	TEACHER III	OSEC-DECSB-TCH3-390029-2022
14	ELEMENTARY	SANTOS, RINALYN GARDOQUE	TEACHER III	OSEC-DECSB-TCH3-390020-2022
15	ELEMENTARY	TOLOSA, AMBER ALMARIO	TEACHER III	OSEC-DECSB-TCH3-390017-2022

NOSCA NO. 0502022-02-012 dated February 1, 2022:

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	DAYSON, ROSE ANN GORGONIO	TEACHER III	OSEC-DECSB-TCH3-390058-2022
2	ELEMENTARY	FUENTES, SHERLY BANDOLA	TEACHER III	OSEC-DECSB-TCH3-390059-2022



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3	ELEMENTARY	GOJAR, ARLYN CINCUA	TEACHER III	OSEC-DECSB-TCH3-390060-2022
4	ELEMENTARY	GUAN, ACILEJ GIFT RAYMUNDO	TEACHER III	OSEC-DECSB-TCH3-390056-2022
5	ELEMENTARY	GUARDIAN, GERRY FRANCE	TEACHER III	OSEC-DECSB-TCH3-390057-2022
6	ELEMENTARY	SICAD, MILDRED GALLEGA	TEACHER III	OSEC-DECSB-TCH3-390061-2022

NOSCA NO. 0502022-02-013 dated February 1, 2022:

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	BARCARSE, MARIA GENE MAGNO	TEACHER III	OSEC-DECSB-TCH3-390075-2022
2	ELEMENTARY	BARCARSE, ZENOS ESQUILLO	TEACHER III	OSEC-DECSB-TCH3-390076-2022
3	ELEMENTARY	BUBAN, ROBERT GLEABO	TEACHER III	OSEC-DECSB-TCH3-390074-2022
4	ELEMENTARY	CODON, ALVIN ENCINARES	TEACHER III	OSEC-DECSB-TCH3-390081-2022
5	ELEMENTARY	HAPITA, EDWIN GALAN	TEACHER III	OSEC-DECSB-TCH3-390077-2022
6	ELEMENTARY	MANAPAT, ARABELLE JERUSALEM	TEACHER III	OSEC-DECSB-TCH3-390080-2022
7	ELEMENTARY	OFALSA, SHIRLEY ENCONADO	TEACHER III	OSEC-DECSB-TCH3-390079-2022
8	ELEMENTARY	TAD-O, SHARMAINE CONDA	TEACHER III	OSEC-DECSB-TCH3-390078-2022

NOSCA NO. 0502022-02-014 dated February 1, 2022:

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	AGAR, JOY ROXAN ESPIRITU	TEACHER III	OSEC-DECSB-TCH3-390072-2022
2	ELEMENTARY	BUENA, LUCYLEN GARALDE	TEACHER III	OSEC-DECSB-TCH3-390071-2022



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3	ELEMENTARY	ENANO, NERISSA GABIONZA	TEACHER III	OSEC-DECSB-TCH3- 390068-2022
4	ELEMENTARY	ERLANO, JELIE GEPAYA	TEACHER III	OSEC-DECSB-TCH3- 390064-2022
5	ELEMENTARY	GACIS, AUBREY GATACELO	TEACHER III	OSEC-DECSB-TCH3- 390067-2022
6	ELEMENTARY	GARDON, CATHERINE CASIPI	TEACHER III	OSEC-DECSB-TCH3- 390070-2022
7	ELEMENTARY	GARLAN, KYRA MAE ORO	TEACHER III	OSEC-DECSB-TCH3- 390073-2022
8	ELEMENTARY	JAYCO, AMY DOGTONG	TEACHER III	OSEC-DECSB-TCH3- 390063-2022
9	ELEMENTARY	MAQUILING, ZANDRA MARIE CAÑETE	TEACHER III	OSEC-DECSB-TCH3- 390062-2022
10	ELEMENTARY	REONDANGA, ALVIN DOLOSA	TEACHER III	OSEC-DECSB-TCH3- 390065-2022
11	ELEMENTARY	ROJO, SARAH GOLLOSO	TEACHER III	OSEC-DECSB-TCH3- 390066-2022
12	ELEMENTARY	VALDEZ, LIZIEL HABALO	TEACHER III	OSEC-DECSB-TCH3- 390069-2022

NOSCA NO. 0502022-02-016 dated February 1, 2022:

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	ALVARADO, JESSICA MILLANO	TEACHER III	OSEC-DECSB-TCH3- 390092-2022
2	ELEMENTARY	BALISORO, JANE BALAORO	TEACHER III	OSEC-DECSB-TCH3- 390093-2022
3	ELEMENTARY	EVASCO, GLORIE ESPENIDA	TEACHER III	OSEC-DECSB-TCH3- 390082-2022
4	ELEMENTARY	FORTIN, AIZA MAE BLANK	TEACHER III	OSEC-DECSB-TCH3- 390083-2022
5	ELEMENTARY	FUNTALBA, NILDA ESCARCHA	TEACHER III	OSEC-DECSB-TCH3- 390085-2022
6	ELEMENTARY	FUNTALBA, NILDA ESCARCHA	TEACHER III	OSEC-DECSB-TCH3- 390085-2022



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7	ELEMENTARY	GAROTE, MARIVIC FRAGO	TEACHER III	OSEC-DECSB-TCH3-390084-2022
8	ELEMENTARY	LEBITANIA, LEA LANDEZA	TEACHER III	OSEC-DECSB-TCH3-390090-2022
9	ELEMENTARY	MAQUIÑANA, ANA AGNOTE	TEACHER III	OSEC-DECSB-TCH3-390089-2022
10	ELEMENTARY	MILANES, DONNALYN GAURANO	TEACHER III	OSEC-DECSB-TCH3-390091-2022
11	ELEMENTARY	MILLENA, NICA MAE AGRIPA	TEACHER III	OSEC-DECSB-TCH3-390087-2022
12	ELEMENTARY	MOSTERA, MARIMAR JEREMIAS	TEACHER III	OSEC-DECSB-TCH3-390088-2022

NOSCA NO. 0502022-02-020 dated February 18, 2022:

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	BOLIMA, DANES IAN DEOCAREZA	TEACHER III	OSEC-DECSB-TCH3-390100-2022
2	ELEMENTARY	ESPORLAS, RUTH SUNGA	TEACHER III	OSEC-DECSB-TCH3-390096-2022
3	ELEMENTARY	ESQUILONA, GILBERT LADESMA	TEACHER III	OSEC-DECSB-TCH3-390095-2022
4	ELEMENTARY	GRAJO, EDEN MAYORES	TEACHER III	OSEC-DECSB-TCH3-390094-2022
5	ELEMENTARY	JALMASCO, CHERIE GUMAL	TEACHER III	OSEC-DECSB-TCH3-390099-2022
6	ELEMENTARY	LIWAG, GINA GUMAL	TEACHER III	OSEC-DECSB-TCH3-390098-2022
7	ELEMENTARY	REMPILLO, HELEN HILOTIN	TEACHER II	OSEC-DECSB-TCH2-390101-2022
8	ELEMENTARY	VILLARE, TERESA GUMAL	TEACHER III	OSEC-DECSB-TCH3-390097-2022
9	GATE NHS	GEROLA, MARIELLE HERNANDEZ	TEACHER III	OSEC-DECSB-TCH3-390101-2022
10	QUEZON NHS	AGUIRRE, ARVY JOY DABAC	TEACHER III	OSEC-DECSB-TCH3-390102-2022



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Region V
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11	RIZAL NHS	AREVALO, CRISTINE MAE ESTARES	TEACHER III	OSEC-DECSB-TCH3- 390103-2022
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NOSCA NO. 0502022-02-021 dated February 1, 2022:

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	CALAO NHS	FEOLINO, SHERA RUTH ESCARIO	TEACHER III	OSEC-DECSB-TCH3-390117- 2022
2	ELEMENTARY	BUENAOBRA, MYRA ERPE	TEACHER III	OSEC-DECSB-TCH3- 390107-2022
3	ELEMENTARY	CALLOS, ANCEL MAE ROZAL	TEACHER III	OSEC-DECSB-TCH3-390116- 2022
4	ELEMENTARY	CORNELIO, GRACE BERNISCA	TEACHER III	OSEC-DECSB-TCH3-390112- 2022
5	ELEMENTARY	DEOCAREZA, RUCELLE ESCALDERON	TEACHER III	OSEC-DECSB-TCH3-390111- 2022
6	ELEMENTARY	FORMANES, SHEENA ARISTON	TEACHER III	OSEC-DECSB-TCH3-390110- 2022
7	ELEMENTARY	GALLEGO, SHARLENE DE LOS SANTOS	TEACHER III	OSEC-DECSB-TCH3- 390108-2022
8	ELEMENTARY	GRUTAS, MERIAM HODRIAL	TEACHER III	OSEC-DECSB-TCH3-390113- 2022
9	ELEMENTARY	LLAMERA, MA. VICTORIA HERNO	TEACHER III	OSEC-DECSB-TCH3- 390105-2022
10	ELEMENTARY	LLANERA, MURIEL LUMBO	TEACHER III	OSEC-DECSB-TCH3- 390106-2022
11	ELEMENTARY	MAJADILLAS, SHIELA ABORDO	TEACHER III	OSEC-DECSB-TCH3-390115- 2022
12	ELEMENTARY	MARBELLA, MARY GRACE TIAMZON	TEACHER III	OSEC-DECSB-TCH3- 390109-2022
13	ELEMENTARY	PALLEN, ALJON LOAÑA	TEACHER III	OSEC-DECSB-TCH3-390114- 2022
14	GUBAT NHS	GOTERA, JAYNE ARIANNA GRACE VARGAS	TEACHER III	OSEC-DECSB-TCH3-390119- 2022



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15	KINDERGARTEN	VELASCO, AYRA TAGLE	TEACHER III	OSEC-DECSB-TCH3-390104-2022
16	SIUTON NHS	GLEE, ARCEL BON	TEACHER III	OSEC-DECSB-TCH3-390118-2022

NOSCA NO. 0502022-03-001 dated March 2, 2022:

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	ADAMOS, GERTRUDE BAGASBAS	TEACHER III	OSEC-DECSB-TCH3-390150-2022
2	ELEMENTARY	BAJARO, NELLY JANE BELO	TEACHER III	OSEC-DECSB-TCH3-390152-2022
3	ELEMENTARY	BALITAON, SHIRYL FUENSALIDA	SPECIAL EDUCATION TEACHER III	OSEC-DECSB-SPET3-390003-2022
4	ELEMENTARY	BANGATE, MONICA HAMOS	TEACHER III	OSEC-DECSB-TCH3-390156-2022
5	ELEMENTARY	BRIONES, LIEZL BITAVARRA	TEACHER III	OSEC-DECSB-TCH3-390153-2022
6	ELEMENTARY	COMBO, RICA SURBANO	TEACHER III	OSEC-DECSB-TCH3-390159-2022
7	ELEMENTARY	ESCARCHA, MALIAH JOY ALIPUDDIN	TEACHER III	OSEC-DECSB-TCH3-390154-2022
8	ELEMENTARY	ESTEVEZ, MARELO ESPENIDA	TEACHER III	OSEC-DECSB-TCH3-390161-2022
9	ELEMENTARY	FULAY, ARVIN DOLOSA	TEACHER III	OSEC-DECSB-TCH3-390148-2022
10	ELEMENTARY	GUELAS, ROSAMY GEROLIA	TEACHER III	OSEC-DECSB-TCH3-390160-2022
11	ELEMENTARY	HITOSIS, AIBEE FORTES	TEACHER III	OSEC-DECSB-TCH3-390149-2022
12	ELEMENTARY	MILAÑEZ, ELSIE DECIPAR	TEACHER III	OSEC-DECSB-TCH3-390155-2022
13	ELEMENTARY	MORILLA, MAGGI MAE JANORAS	TEACHER III	OSEC-DECSB-TCH3-390157-2022



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CIP 5461/21/05/1163



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14	ELEMENTARY	NORIEL, LIEZEL DATOON	TEACHER III	OSEC-DECSB-TCH3-390158-2022
15	ELEMENTARY	OSEO, MONICA BABY PALACIO	TEACHER III	OSEC-DECSB-TCH3-390151-2022
16	ELEMENTARY	TAN, THEEM CHUA	TEACHER III	OSEC-DECSB-TCH3-390146-2022
17	ELEMENTARY	VILLARBA, NIÑA BARTOLATA	TEACHER III	OSEC-DECSB-TCH3-390147-2022

4. Below is the list of requirements for appointment.

<i>CSC FILE (BLUE FOLDER)</i>		<i>201 FILE (GREEN FOLDER)</i>	
NO. OF COPIES	PARTICULARS	NO. OF COPIES	PARTICULARS
1	Photocopy of Approved ERF (except for HT, MT, and School Principals)	1	Photocopy of Approved ERF (except for HT, MT, and School Principals)
2	Oath of Office (Revised 2018)	1	Photocopy of Recent Appointment
2	Form 122-D / Position Description Form (signed by the school head)	1	Updated Service Record
2	PDS / Form 212 (signed by the Division A0 V)	1	ADDITIONAL REQUIREMENT FOR SPECIAL EDUCATION TEACHER: Photocopy of Transcript of Records reflecting the specialization in Special Education
2	Original Copies of CSC Work Experience Sheet		
1	CSC Authenticated Copy of CSC PBET Certificate of Rating (for PBET only)		
1	PRC License - authenticated by PRC		
1	Certificate of Rating - authenticated by PRC		
1	Certificate of Good Standing (valid if the PRC License is not expired) - authenticated by PRC		
1	Photocopy of PSA Marriage Contract (for female appointees only)		



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1	ADDITIONAL REQUIREMENT FOR SPECIAL EDUCATION TEACHER: Photocopy of Transcript of Records reflecting the specialization in Special Education		
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5. This shall be indicated in the CSC **Form 122-D** (Please do not revise. Just copy what is written especially in the Qualification Standards).

FOR SPECIAL EDUCATION TEACHER III:

BOX NO. 19: Accommodates learners with special needs such as children/youth with: hearing impairment, visual impairment, autism, speech defect, intellectual disabilities, behavior problems, orthopedically, physically handicapped, special health problem, learning disabilities, multiple disabilities, gifted and talented; and prepare them for regular classroom setting through curriculum modification/adjustment to meet their diverse individual educational needs.

BOX NO. 20:

1. Assesses children/youths with special needs together with a multidisciplinary assessment team
2. Recommends proper educational placement of children/youth with special needs
3. Modifies the curriculum to address the needs of children/youth with special needs
4. Teaches children/youths with special needs
5. Uses instructional materials/assistive devices appropriate for children with special needs
6. Conducts case studies/research of children/youths with special needs
7. Implements Individual Educational Plan (IEP) for children/youth with special needs in consultation with parents, confers with parents, principal, medical specialists, social workers, professional and other stakeholders
8. Coordinates placement of children/youth with special needs for regular classroom inclusion
9. Ensures that regular and receiving teachers adhere to inclusive education policies
10. Serves as a SPED focal person in the division/or a resource room teacher in the SPED Center of the school



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BOX NO. 21 (QUALIFICATION STANDARDS):

NOTE: Please copy the details below. Do not put your personal credentials. Thank you.

SPECIAL EDUCATION TEACHER III:

Education	Bachelor's degree in Education with specialization in Special Education
Experience	2 years experience as Special Education Teacher
Eligibility	RA 1080 (Teacher)
Trainings	4 hours of relevant training

FOR TEACHER III and TEACHER II:

BOX NO. 19: To plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the principal.

BOX NO. 20:

1. Teaches one or more grades/levels using appropriate and innovative teaching strategies.
2. Facilitates learning in the elementary/secondary schools through functional lesson plans (for new teachers up to 3 years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate, and updated instructional materials
3. Monitors and evaluates pupils/students' progress
4. Undertakes activities to improve performance indicators
5. Maintains updated pupil's/students' progress regularly
6. Supervises curricular and co-curricular projects and activities
7. Maintains updated pupil/student school records
8. Counsels and guides pupils/students
9. Supports activities of governmental and non-governmental organizations
10. Conducts Action Plan
11. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere
12. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders
13. Does related work



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BOX NO. 21 (QUALIFICATION STANDARDS):

NOTE: Please copy the details below. Do not put your personal credentials. Thank you.

TEACHER III (ELEMENTARY)

Education	Bachelor of elementary education (BEEd) or Bachelor's degree plus 18 professional units in Education
Experience	2 years of relevant experience
Eligibility	RA 1080, as amended, (Teacher)
Trainings	None required

TEACHER III (SECONDARY)

Education	Bachelor's degree in education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education** **amended pursuant to Section I of RA 9293)
Experience	None required
Eligibility	RA 1080, as amended, (Teacher)
Trainings	None required

TEACHER II (ELEMENTARY):

Education	Bachelor of elementary education (BEEd) or Bachelor's degree plus 18 professional units in Education
Experience	1 year of relevant experience
Eligibility	RA 1080, as amended, (Teacher)
Trainings	None required

TEACHER II (SECONDARY):

Education	Bachelor of secondary education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major
Experience	1 year of relevant experience
Eligibility	RA 1080, as amended, (Teacher)
Trainings	None required

6. For information and compliance.


JOSE L. DONCILLO, CESO V
 Schools Division Superintendent 



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