



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

August 16, 2023

**DIVISION MEMORANDUM**  
NO. 165, s. 2023

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT  
FOR RECLASSIFICATION OF ITEMS (2023, BATCH 10)**

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. 0502023-08-012 dated August 9, 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 15, 2023**, for checking at the SDO Personnel Section.

**NOSCA NO. 0502023-08-012 dated August 9, 2023**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	BULUSAN HS	GABAN, AMELITA EVARISTO	Master Teacher I	OSEC-DECSB- MTCHR1-390058- 2023
2	BULUSAN HS	GAJO, ALMA DIÑO	Master Teacher I	OSEC-DECSB- MTCHR1-390057- 2023
3	CASIGURAN TVS	CABALLERA, ROSE ANNE THOMAS	Master Teacher II	OSEC-DECSB- MTCHR2-390048- 2023



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
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NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
4	CASIGURAN TVS	DEL ROSARIO, ROGER FULO	Master Teacher I	OSEC-DECSB- MTCHR1-390060- 2023
5	CASIGURAN TVS	ESTADULA, SIONY LATONIO	Master Teacher II	OSEC-DECSB- MTCHR2-390047- 2023
6	CASIGURAN TVS	HIDEA, JEZELLE DE VERA	Master Teacher I	OSEC-DECSB- MTCHR1-390059- 2023
7	DINAPA NHS	DOLOSA, LARRY MARANO	Master Teacher II	OSEC-DECSB- MTCHR2-390046- 2023
8	ELEMENTARY	BAGASIN, RAMIR	Head Teacher I	OSEC-DECSB- HTEACH1-390020- 2023
9	ELEMENTARY	HICOM, JERRAN PETONGERA	Head Teacher I	OSEC-DECSB- HTEACH1-390019- 2023
10	ELEMENTARY	HONGO, LILIAN PURA	Head Teacher III	OSEC-DECSB- HTEACH3-390041- 2023
11	ELEMENTARY	OBISPO, DANTE MALEJANA	Head Teacher I	OSEC-DECSB- HTEACH1-390021- 2023
12	MAGALLANES NHS	LOSABIO, ANNA LIZA MELLA	Master Teacher II	OSEC-DECSB- MTCHR2-390045- 2023
13	MAGALLANES NHS	SY, ELFRED GUARDIAN	Master Teacher I	OSEC-DECSB- MTCHR1-390056- 2023
14	MILAGROSA NHS	LOVEDORIAL, MARICEL JALMASCO	Master Teacher I	OSEC-DECSB- MTCHR1-390061- 2023
15	SAN RAFAEL NHS, Castilla	PESONILA, DON VELASCO	Master Teacher II	OSEC-DECSB- MTCHR2-390049- 2023



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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 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)		



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6. For information and compliance.

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



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