



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

November 23, 2023

DIVISION MEMORANDUM
NO. 263, s. 2023

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT
 FOR RECLASSIFICATION OF ITEMS (2023, BATCH 14)**

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. 0502023-11-050 dated November 13, 2023, and NOSCA NO. 0502023-11-050 dated November 15, 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. 0502023-11-050 dated November 13, 2023

| NO. | PSIPOP | NAME OF INCUMBENT | POSITION TITLE | ITEM NUMBER |
|-----|------------|-------------------------|----------------|--------------------------------|
| 1 | ELEMENTARY | GERNANDIZO, ROSE GEPIGA | HEAD TEACHER I | OSEC-DECSB-HTEACH1-390071-2023 |
| 2 | ELEMENTARY | HATE, MONCHING PERES | HEAD TEACHER I | OSEC-DECSB-HTEACH1-390070-2023 |
| 3 | ELEMENTARY | HATE, NOEL JR TEODOSIO | HEAD TEACHER I | OSEC-DECSB-HTEACH1-390072-2023 |



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
 Landline: (056) 211-6461
 Email: sorsogon@deped.gov.ph
 Website: depedsorsogon.com.ph



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NOSCA NO. 0502023-11-050 dated November 15, 2023

| NO. | PSIPOP | NAME OF INCUMBENT | POSITION TITLE | ITEM NUMBER |
|-----|------------|----------------------------|----------------|-----------------------------|
| 1 | ELEMENTARY | MILLANO, MICHELLE SABINOSA | TEACHER III | OSEC-DECSB-TCH3-394116-2023 |

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 | Updated Service Record |
| 1 copy | PRC Certificate of Good Standing (must be authenticated by the PRC) | 1 copy | Photocopy of the Latest Transcript of Records |
| 1 copy | 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) | | |



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| BLUE FOLDER (CSC FILE) | | GREEN FOLDER (201 FILE) | |
|------------------------|--------------------------------------------------------------------------------|-------------------------|-------------|
| NO. OF COPIES | REQUIREMENT | NO. OF COPIES | REQUIREMENT |
| 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 E. GANDO, CESO VI
Schools Division Superintendent



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