



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

July 18, 2024

DIVISION MEMORANDUM
NO. 145, s. 2024

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT
FOR RECLASSIFICATION OF ITEMS (2024, BATCH 3)**

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. 0502024-07-004 dated July 5, 2024.
2. The requirements for appointment are indicated after the list.
1. The forms and guides for Appointment are available for download from this link: <https://tinyurl.com/3zen5mbw> , or scan this QR Code:



2. All concerned are requested to submit their Pertinent Papers for Appointment on or before **August 16, 2024**, for checking at the SDO Personnel Section.

NOSCA NO. 0502024-07-004 dated July 5, 2024

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	BULACAO NHS	BRAGAIS, ARIEL DIZON	Teacher III	OSEC-DECSB- TCH3-391582-2024
2	ELEMENTARY	BON, SAMUEL MENDIZABAL	Teacher III	OSEC-DECSB- TCH3-391578-2024
3	ELEMENTARY	BORRAS, HONEY CYRENN BEJISON	Teacher III	OSEC-DECSB- TCH3-391575-2024



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NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
4	ELEMENTARY	CERILLO, CZARLONA MARIE SYERAH	Teacher III	OSEC-DECSB-TCH3-391579-2024
5	ELEMENTARY	ENCARNACION, RHEA BELARO	Teacher III	OSEC-DECSB-TCH3-391576-2024
6	ELEMENTARY	ERMITAÑO, CHONA ESPELOA	Teacher III	OSEC-DECSB-TCH3-391573-2024
7	ELEMENTARY	GUEVARA, KEY HUET	Teacher III	OSEC-DECSB-TCH3-391577-2024
8	ELEMENTARY	JIMERA, IVY JOY ERESMAS	Special Education Teacher III	OSEC-DECSB-SPET3-390116-2024
9	ELEMENTARY	MENCIAS, MARITES HIPOS	Head Teacher I	OSEC-DECSB-HTEACH1-390005-2024
10	ELEMENTARY	QUINTO, GIRLIE CANINO	Teacher III	OSEC-DECSB-TCH3-391574-2024
11	GUBAT NHS	ESPINOL, CHIVAS ENDRACA	Teacher III	OSEC-DECSB-TCH3-391581-2024
12	SAN JUAN BAG-O HS	DELLOMAS, JOLAND LIPATA	School Principal II	OSEC-DECSB-SP2-390081-2024
13	SAN RAFAEL HS, PILAR	LOTINO, LOIDA MACASINAG	Teacher III	OSEC-DECSB-TCH3-391580-2024

3. 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	1 copy	Photocopy of Last Approved



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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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	Revised 2018 (Oath of Office)		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 Certificate (must be authenticated by CSC).	1 copy	Photocopy of the Latest Transcript of Records
2 copies	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)		

4. For information and compliance.


WILLIAM E. GANDO, CESO VI
 Schools Division Superintendent