



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

August 27, 2024

DIVISION MEMORANDUM
NO. 178, s. 2024

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT
FOR RECLASSIFICATION OF ITEMS (2024, BATCH 5)**

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. 0502024-07-023 dated July 25, 2024, and 0502024-08-021 dated August 8, 2024.
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:



1. The following are requested to submit their Pertinent Papers for Appointment on or before **September 30, 2024**, for checking at the SDO Personnel Section.

NOSCA NO. 0502024-07-023 dated July 25, 2024

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	ARRIBAS, JOSE FRANCISCO GERNALE	SCHOOL PRINCIPAL II	SP2-390085-2024
2	ELEMENTARY	BAILON, NOEL PEREZ	HEAD TEACHER I	HTEACH1-390014-2024
3	ELEMENTARY	NUÑEZ, ADONIS GALOSO	HEAD TEACHER I	HTEACH1-390013-2024
4	SAN FRANCISCO NHS	GRATELA, KLIEF FULLA	MASTER TEACHER I	MTCHR1-390010-2024



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NOSCA NO. 0502024-08-021 dated August 8, 2024

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	GABION, EMMA LEGASPI	SCHOOL PRINCIPAL II	SP2-390090-2024

2. 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)		
1 copy	Latest Transcript of Records (authenticated by the School/Issuing Institution)		



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	PSA Marriage Contract (for female appointees only, if applicable)		

3. For information and compliance.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent