



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

September 20, 2022

**DIVISION MEMORANDUM**  
NO. 187, s. 2022

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT  
FOR RECLASSIFICATION OF ITEMS (2022, BATCH 12)**

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) NOSCA NO. 0502022-09-013 dated September 9, 2022.
2. The requirements for appointment are indicated after the list.
3. All concerned are requested to submit their Pertinent Papers for Appointment on or before **October 21, 2022**, at the **SDO Records Section**.

**NOSCA NO. 0502022-09-013 dated September 9, 2022**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	CASIGURAN TVS	HILIS, MARY GRACE BELTRAN	TEACHER III	OSEC-DECSB-TCH3-393326-2022
2	CULASI NHS	BUENAFLO, MYLEN GARIL	TEACHER III	OSEC-DECSB-TCH3-393324-2022
3	DONSOL NCHS	CADAG, JOEJEAN TONGA	TEACHER III	OSEC-DECSB-TCH3-393336-2022
4	DONSOL NCHS	DE BORJA, BONITA ARIZALA	TEACHER III	OSEC-DECSB-TCH3-393334-2022
5	DONSOL NCHS	DONQUILLO, ROBIN BAZAR	TEACHER III	OSEC-DECSB-TCH3-393335-2022
6	DONSOL VHS	LAURORA, REYROSE MISOLANIA	TEACHER II	OSEC-DECSB-TCH2-391134-2022
7	DONSOL VHS	PACHECO, MARYCRIS MILLENA	TEACHER III	OSEC-DECSB-TCH3-393337-2022
8	DONSOL VHS	TRIÑANES, LYNN MAE RABULAN	TEACHER III	OSEC-DECSB-TCH3-393338-2022



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NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
9	LUNGIB NHS	ESCARTIN, EVA MEDES	TEACHER III	OSEC-DECSB-TCH3-393339-2022
10	LUNGIB NHS	PAROL, ARVIN PERSIA	TEACHER III	OSEC-DECSB-TCH3-393340-2022
11	PALANAS NHS	QUINTANA, MARICEL BLACER	TEACHER III	OSEC-DECSB-TCH3-393329-2022
12	PILAR NCHS	ASCUTIA, LOURDES BARORO	TEACHER III	OSEC-DECSB-TCH3-393331-2022
13	PILAR NCHS	ESCANDOR, JANICE ESCANILLA	TEACHER III	OSEC-DECSB-TCH3-393330-2022
14	PILAR NCHS	ESQUILON, SOLOMON REYES	TEACHER III	OSEC-DECSB-TCH3-393332-2022
15	PILAR NCHS	LOBARBIO, LIEZL OBING	TEACHER III	OSEC-DECSB-TCH3-393333-2022
16	SAN FRANCISCO NHS	VARGAS, RIZALITO GEOCADO	HEAD TEACHER II	OSEC-DECSB-HTEACH2-390023-2022
17	SUA HS	OLAYBAL, SHERALYN GUAB	TEACHER III	OSEC-DECSB-TCH3-393328-2022
18	TINGCO NHS	OLAÑO, JONAH LAUTA	TEACHER III	OSEC-DECSB-TCH3-393327-2022
19	TIONG HEN SO MHS	GUBATON, ELTON MEJILA	TEACHER III	OSEC-DECSB-TCH3-393325-2022

4. 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
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney	1 copy	Updated Service Record



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	/ Notary Public		
2 copies	Accomplished Attachment to CS Form No. 2012 (Work Experience Sheet)		
1 copy	PRC License (must be authenticated by the PRC)		
1 copy	PRC Certificate of Good Standing (must be authenticated by the PRC)		
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 (CS Form 122-D or Position Description Form)		
1 copy	PSA Marriage Contract (for female appointees only, if applicable)		

5. The forms for Appointment are available for download at the SDO Website (<https://depedsorsogon.com.ph/Home/Forms>). For the copy of the accomplished Form 122-D or Position Description Form, kindly send an e-mail to [kristineruby.dellosa@deped.gov.ph](mailto:kristineruby.dellosa@deped.gov.ph).

6. For information and compliance.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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