



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

October 20, 2022

**DIVISION MEMORANDUM**  
**NO. 202, s. 2022**

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT  
 FOR RECLASSIFICATION OF ITEMS (2022, BATCH 15)**

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. 0502022-10-001 dated October 3, 2022; and NOSCA NO. 0502022-10-006 dated October 6, 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 **November 15, 2022**, at the **SDO Records Section**.

**NOSCA NO. 0502022-10-001 dated October 3, 2022**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	SABADO, CECILIA BORRAL	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-390069-2022
2	MILAGROSA NHS	CASTILLO, MARY JEANE BONETE	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-390070-2022

**NOSCA NO. 0502022-10-006 dated October 6, 2022**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	KINDERGARTEN	BARTOLAY, CHERRY LOU GELUA	TEACHER III	OSEC-DECSB-TCH3-393908-2022
2	KINDERGARTEN	FUENSALIDA, MYRA GALON	TEACHER III	OSEC-DECSB-TCH3-393909-2022



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .  
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NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
3	PILAR NCHS	MEDIANA, GAYZEL AREVALO	TEACHER III	OSEC-DECSB-TCH3-393910-2022

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 / Notary Public	1 copy	Updated Service Record
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)		



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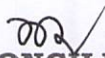




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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	or Position Description Form) PSA Marriage Contract (for female appointees only, if applicable)		

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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