



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

August 22, 2022

**DIVISION MEMORANDUM**  
 NO. 148, s. 2022

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT  
 FOR RECLASSIFICATION OF ITEMS (2022, BATCH 8)**

To: Public Schools District Supervisors  
 School Heads, Public Elementary and Secondary Schools  
 Concerned Teachers

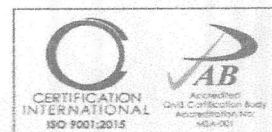
1. This is to inform all concerned of the approval for the upgrading of positions of the teachers/personnel listed herein per Notice of Organization, Staffing and Compensation Action (NOSCA) NO. 0502022-08-010 dated August 3, 2022, 0502022-08-015 dated August 4, 2022, 0502022-08-027 dated August 9, 2022, and 0502022-08-033 dated August 12, 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 **September 16, 2022**, at the **SDO Records Section**.


**NOSCA NO. 0502022-08-010 dated August 3, 2022**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	ALBOR, MARY ROSE IVY DELUMEN	MASTER TEACHER I	OSEC-DECSB- MTCHR1-390194- 2022
2	ELEMENTARY	BONTIGAO, NOEMI REDUTA	MASTER TEACHER II	OSEC-DECSB- MTCHR2-390035- 2022
3	ELEMENTARY	DE VERA, MABEL GRAYDO	MASTER TEACHER I	OSEC-DECSB- MTCHR1-390192- 2022
4	ELEMENTARY	DEBLOIS, DENNIS LIQUE	MASTER TEACHER I	OSEC-DECSB- MTCHR1-390190- 2022



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .  
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NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
5	ELEMENTARY	GERERO, RENIEL BELMES	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390196-2022
6	ELEMENTARY	GIMAO, MURIEL ALMOGUERA	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390195-2022
7	ELEMENTARY	GUETA, MARICAR FEBRERO	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390193-2022
8	ELEMENTARY	HERNANDEZ, RUBY LUZURIAGA	MASTER TEACHER II	OSEC-DECSB-MTCHR2-390036-2022
9	ELEMENTARY	LUZURIAGA, LORENA GERERO	MASTER TEACHER II	OSEC-DECSB-MTCHR2-390037-2022
10	ELEMENTARY	RETOMA, MA. ELENA ERANDIO	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390189-2022
11	ELEMENTARY	SABALBORO, AIMELYN GARALDE	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390089-2022
12	ELEMENTARY	SANCHO, IRENE LEVANTINO	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390191-2022


**NOSCA NO. 0502022-08-015 dated August 4, 2022**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	JACOB, BABY JANE LISAY	TEACHER III	OSEC-DECSB-TCH3-392868-2022



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**NOSCA NO. 0502022-08-027 dated August 9, 2022**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	ENANO, JANICE BUHION	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390207-2022
2	ELEMENTARY	GUERRERO, WARLITO ALCOMENDAS	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390208-2022

**NOSCA NO. 0502022-08-033 dated August 12, 2022**

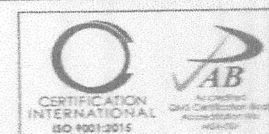
NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	FERNANDO, ALMA BAYOCA	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-390042-2022

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 if any
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).		



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
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>).
6. For information and compliance.

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

