



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

October 7, 2022

DIVISION MEMORANDUM
NO. 193, s. 2022

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT
FOR RECLASSIFICATION OF ITEMS (2022, BATCH 14)**

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. 0502022-09-051 dated September 27, 2022; NOSCA NO. 0502022-09-057 dated September 28, 2022; and NOSCA NO. 0502022-09-027 dated September 19, 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 31, 2022**, at the **SDO Records Section**.

NOSCA NO. 0502022-09-051 dated September 27, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	BULAN NHS	GEUL, ESMER GEROLAO	TEACHER III	OSEC-DECSB-TCH3-393672-2022
2	CALAO NHS	ORPIADA, ZYRA LAYA	TEACHER III	OSEC-DECSB-TCH3-393674-2022
3	CASIGURAN TVS	DIOLATA, JUVY GERONA	TEACHER III	OSEC-DECSB-TCH3-393671-2022
4	CASIGURAN TVS	GIME, JOHN ERWIN QUELIS	TEACHER III	OSEC-DECSB-TCH3-393669-2022
5	CASIGURAN TVS	TOMEIO, MARY ANN ABACAHIN	TEACHER III	OSEC-DECSB-TCH3-393670-2022



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
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CIP 5461/21/05/1163



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NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
6	ELEMENTARY	DACO, CHRISTIAN BENASA	TEACHER III	OSEC-DECSB-TCH3-393662-2022
7	ELEMENTARY	DE LA VEGA, ARNA MONTICALBO	TEACHER III	OSEC-DECSB-TCH3-393667-2022
8	ELEMENTARY	ESTABAYA, JASON ESER	TEACHER III	OSEC-DECSB-TCH3-393663-2022
9	ELEMENTARY	GRANADIL, ARCHIE	TEACHER III	OSEC-DECSB-TCH3-393668-2022
10	ELEMENTARY	HASPELA, THERESA MANCERA	TEACHER III	OSEC-DECSB-TCH3-393664-2022
11	ELEMENTARY	PURA, KAREN FLORALDE	TEACHER III	OSEC-DECSB-TCH3-393666-2022
12	ELEMENTARY	SANTAYANA, ALITA GERONILLA	TEACHER III	OSEC-DECSB-TCH3-393665-2022
13	PILAR NCHS	MARCO, MARIA REINA MONTALES	TEACHER III	OSEC-DECSB-TCH3-393673-2022

NOSCA NO. 0502022-09-057 dated September 28, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	BULAN NHS	GOTIS, SALVE BIO	TEACHER II	OSEC-DECSB-TCH2-391221-2022
2	DONSOL NCHS	GALOSO, GINA ALVARADO	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390289-2022
3	DONSOL NCHS	HERRERA, MA. DONNALYN FERRER	TEACHER III	OSEC-DECSB-TCH3-393675-2022
4	GUBAT NHS	ENORME, AGNES HIDEA	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390290-2022
5	SALVACION HS	LUMBAO, NOEMI BAUSA	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-390063-2022



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NOSCA NO. 0502022-09-027 dated September 19, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	CALAO NHS	OCAMPO, KAREN JOY GESTOLE	TEACHER III	OSEC-DECSB-TCH3-393353-2022

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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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)		

- 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.
- For information and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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