



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

February 18, 2022

**DIVISION MEMORANDUM**

No. 27, s. 2022

**TO:** Public School District Supervisors and OIC-PDSs  
Elementary and Secondary School Principals  
Qualified Applicants  
All Others Concerned

**SUBMISSION OF REQUIREMENTS FOR RECLASSIFICATION OF THE  
QUALIFIED APPLICANTS IN THE ELEMENTARY AND JUNIOR HIGH SCHOOL**

1. After the recently conducted ranking for reclassification to Master Teacher I & II in the elementary and Master Teacher I & II and Head Teacher I & IV (Department Head) in the Junior High School, this office is pleased to announce the qualified applicants for reclassification.
2. Attached in this memorandum marked as Annex A is the Data District Bulletin in the Elementary. Marked as Annex B are the list of qualified applicants in the Elementary and marked as Annex C are the list of qualified applicants in the Junior High School.
3. Also attached in this memorandum is the checklist of requirements for reference.
4. All qualified applicants found on Annex B and C are hereby enjoined to submit all the required documents in a white folder with tabbing on or before **February 28, 2022**. Documents submitted beyond the deadline shall not be accepted.
5. Widest dissemination of this memorandum is desired.

By authority of the SDS:

**JOMAR E. ENGUERRA**  
Administrative Officer V



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .  
Landline: (056) 421-5415  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



CIP 5461/21/05/1163





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

**UPDATED DATA DISTRICT BULLETIN**

S.Y. 2021 - 2022

(As of January 2022)

DISTRICT	CURRENT NO. OF T1 to TIII	CURRENT NO. OF MT-II	CURRENT NO. OF MT-I	AVAILABLE SLOTS FOR MT-II	AVAILABLE SLOTS FOR MT-I
Casiguran	208	5	7	1	6
Castilla East	184	4	11	2	1
Casilla West	198	3	11	3	2
Donsol East	183	5	11	1	1
Donsol West	181	7	12	0	0
Magallanes North	124	3	7	1	1
Magallanes South	131	4	6	0	2
Pilar I	250	4	11	4	5
Pilar II	232	5	14	2	1
Barcelona	137	5	5	0	4
Bulan North	296	8	12	1	7
Bulan South	315	8	23	0	2
Bulusan	158	6	8	0	2
Gubat North	200	7	10	0	3
Gubat South	157	6	10	0	0
Irosin	337	7	18	4	4
Juban	214	5	10	2	4
Matnog	256	7	13	1	4
Prieto Diaz	156	4	6	1	4
Sta. Magdalena	100	4	5	0	1





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

**LIST OF QUALIFIED TEACHERS FOR RECLASSIFICATION OF POSITION IN THE ELEMENTARY**

DISTRICT	Master Teacher II	Master Teacher I	CURRENT NO. OF T1 to TIII	CURRENT NO. OF MT-II	CURRENT NO. OF MT-I	AVAILABLE SLOTS FOR MT-II	AVAILABLE SLOTS FOR MT-I
Casiguran	Azal B. Hilis	Romulo De Jesus, Jr.	208	5	7	1	6
		Janelito Hicap Cecilia G. Guevarra Lilibeth E. Samuya Joan H. Esposado Mary Ann Durana					
Castilla East	Alma L. Levantino Realyn A. Laurinaria	Michelle B. Faelden	184	4	11	2	1
Casilla West	Maricel L. Bernarte Sheryl L. Arango Ina B. Arimado	Michelle M. Salvosa	198	3	11	3	2
		Alejo M. Legaspi Delilah A. Santonio					
Donsol East		Ailene E. Capobres	183	5	11	1	1
Donsol West			181	7	12	0	0
Magallanes North	Raquel P. Balaoro	Catherine P. Bon	124	3	7	1	1
Magallanes South		Bernaluz C. De Asis	131	4	6	0	2
		Margie M. Huevos					

Annex B - Page 02

DISTRICT	Master Teacher II	Master Teacher I	CURRENT NO. OF TI to TIII	CURRENT NO. OF MT-II	CURRENT NO. OF MT-I	AVAILABLE SLOTS FOR MT-II	AVAILABLE SLOTS FOR MT-I
Pilar I	Jenny L. Macayan Marissa L. Salomon Juvy M. Aguilar Janice V. Lumbao	Michelle M. Dagta Elmer B. Magalona Hilda M. Tee Marylyn M. Briones Anita A. Totanes	250	4	11	4	5
Pilar II	Ma. Luningning L. Rubio Angelica L. Villanueva	Melanie Ll. Lunas	232	5	14	2	1
Barcelona		Ruel T. Encinares Emil E. Ortiz Agnes C. Escalderon April Rose G. Cielo	137	5	5	0	4
Bulan North	Noemi R. Bontigao	Irene L. Sancho Dennis Deblois Ma. Elena E. Retoma Mabel G. De Vera Mary Rose Ivy Albor Muriel A. Gimao Reniel B. Gerero	296	8	12	1	7
Bulan South	Minverva A. Que Joy De Jesus		315	8	23	2	0
Bulusan		Rebecca G. Gallano Noli G. Fuedan	158	6	8	0	2
Gubat North		Carina D. Escasinas Marilyn E. Gerona	200	7	10	0	3
Gubat South			157	6	10	0	0
Irosin	Alma Bulanon Marissa Fortes Willie G. Gaano Jenny E. Pura	Lorna G. Godoy Arianne S. Bañega Vicente C. Palencia, Jr. Josemel A. Direlo	337	7	18	4	4

**Annex B - Page 02**

<b>DISTRICT</b>	<b>Master Teacher II</b>	<b>Master Teacher I</b>	<b>CURRENT NO. OF TI to TIII</b>	<b>CURRENT NO. OF MT-II</b>	<b>CURRENT NO. OF MT-I</b>	<b>AVAILABLE SLOTS FOR MT-II</b>	<b>AVAILABLE SLOTS FOR MT-I</b>
<b>Juban</b>	Rosa C. Ajero Linda F. Marfil	Alma F. Salazar	214	5	10	2	4
		Warlito A. Guerrero Annabelleza F. Detoito Romelda G. Balin					
<b>Matnog</b>		Rodelo B. Godoy	256	7	13	1	4
		Juville H. Aque Johnson G. Garduque Jr. Aimelyn G. Sabalboro					
<b>Prieto Diaz</b>	Rizalyn Domasig	Airyn N. Flestado	156	4	6	1	4
		Sheeran E. Ebuenga Jeannette D. Gazo Rowena F. Don					
<b>Sta. Magdalena</b>		Ruvi Ana G. Garrote	100	4	5	0	1





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

**LIST OF QUALIFIED TEACHERS FOR RECLASSIFICATION OF POSITION IN THE JUNIOR HIGH SCHOOL**

School	Head Teacher I	Head Teacher IV	Master Teacher I	Master Teacher II
Abucay NHS	Ma. Hazel L. Naag (English)		Nilda D. Echano (English)	
Bagacay NHS			Gilda V. Deocareza (English) Ma. Irene E. Pura (Science)	
Barcelona NHS	Romualdo R. Acuña (AP)			
Biriran NHS			Emma F. Gerldino (Math) Bernadeth M. Dino (TLE) David B. Miranda (English)	
Buhang NHS	Ricardo F. Galve (English)		Rebecca D. Fulo (TLE)	
Bulacao NHS			Elenita E. Catoy (TLE)	
Bulan NHS			Demar G. Bitancor (Values) Raymon B. Garcia (TLE) Hazel G. Rapi (Filipino) Oliver G. Gilban (Science) Rachel A. Gamba (MAPEH)	Ana Marie Gojar (Filipino) April R. Gersalia (Science)
Bulusan NHS	Allan D. Fuaso (Science) Circe L. Gegajo (TLE) Edna R. Gabitan (English)		Christie C. Evasco (Science) Alma D. Gajo (Math)	Melinda G. Furio (English)
Calao NHS	Zyra L. Orpiada (Science)		Ma. Edna D. Domasig (Science)	

Annex C - Page 02

School	Head Teacher I	Head Teacher IV	Master Teacher I	Master Teacher II
Casiguran TVS			Jeric A. Mendez (TLE) Miguel H. Hajas (Science) Arlene B. Hila (English)	
Cumadcad NHS				Emma D. Gonzales (Filipino)
Dinapa NHS			Maricel A. Duque (Math) Isidro A. Bobier (MAPEH) Carmen Paz F. Andes (English)	
Donsol NCHS		Francisco R. Alim, Jr.	Gina A. Galoso (Science) Christian Ceasar E. Arevalo (TLE)	Maileen O. Nepomuceno (AP)
Donsol VHS	Albin M. Ranoco (TLE) Jay-Ar L. Advincula (English) Dominador A. Alcaraz (Math)		Albert H. Noga (Science)	Francis D. Domalaon (TLE)
Gabao NHS	Michael P. Formanes (Science)		Sylvia H. Punit (English)	
Gallanosa NHS		Saul H. Brogada (TLE) Imelda G. Narvadez (Filipino) Rowena C. De Leon (Science)	Esmeralda A. Hugo (Science) Cecilia G. Gabito (MAPEH) Celeste E. Polo (TLE) Jocelyn G. Aringo (Math) Mely G. Guarifio (Filipino) Maricel G. Marcillana (ESP) Rowena D. Hugo (English)	Christy Bianca G. Loberia (Science)
Gubat NHS	Ma. Alma E. Estonanto		Agnes H. Enorme (Science) Fidella Escanilla (TLE)	Marilyn J. Estares (TLE)
Guruyan NHS			Karen H. Naño (English)	
Irosin NHS	Cheri Elaine R. Chan (TLE)		Ma. Lourdes T. Adino (TLE)	
Juban NHS	Ma. Cristina Grefaldo (Science)		Belinda D. Bermejo (Filipino) Noe B. Deri (Math) Richel B. Ocaña (Science) Leony G. Benzón (MAPEH) Manelyn S. Lorilla (TLE)	
Jupi NHS	Maricel L. Bagasala (English)			

Annex C - Page 03

School	Head Teacher I	Head Teacher IV	Master Teacher I	Master Teacher II
Macalaya NHS	Florepis T. Abrera (AP)		Erwin M. Siaron (Math)	Editha L. Lasona (TLE)
Magallanes NHS	Rita S. Lucenario (Math)		Hilda B. Cornelio (English) Earl John SJ. Divinagracia (Science)	
Magallanes NVHS	Arme D. Marben (Science)		Maercie Joy D. Argana (English)	
Matnog NHS	Salve G. Garcera (MAPEH) Shammie E. Barberan (Filipino)		Evelyn G. Labitag (English) Marites B. Durian (ESP) Antenor A. Formanes (TLE)	Marites A. Baluyot (Science) Noemie F. Goyal (Math) Salvador G. Garcia, Jr. (MAPEH)
Milagrosa NHS	Maricel J. Lovedorial (TLE)		Jerwin O. Macasinag (TLE)	
Pilar NCHS			Mae Queen B. Balanlayos (English) Agnes G. Dykia (Science) Jerom L. Jacob (TLE)	
Prieto Diaz NHS	Adrian D. Domalaon (English) Jean D. Domasig (Science)		Rita E. Romano (English) Alvin D. Laban (TLE)	
Quezon NHS			Flor F. Soccoro (English)	
Rizal NHS			Ma. Jeane F. Escurel (Science)	
Salvacion NHS			Allan M. Loquinario (TLE) Merjorie M. Sandia (Math) Vilma A. Fortuno (Filipino) Razel A. Marco (English)	
San Antonio NHS			Ricky E. Furiscal (English)	
San Francisco NHS	Maria Luisa L. Gordola (Math) Evangeline L. Alvarez (TLE) Evreu G. De Castro (AP) Theresa M. Vargas (Science)		Roger N. Gratil (TLE)	
San Juan NHS			Daisy H. Anagon (English) Marina G. Hachero (TLE)	
San Roque NHS			Esperanza F. Gajo (ESP)	
Sta. Magdalena NHS	Luis G. Generalo (Filipino)		Riza G. Furio (Math) Jaime G. Espuelas (Science) Edward J. Eupeña (MAPEH)	Flordeliz F. Fulgar (Math)



**Annex C - Page 04**

<b>School</b>	<b>Head Teacher I</b>	<b>Head Teacher IV</b>	<b>Master Teacher I</b>	<b>Master Teacher II</b>
<b>Sua NHS</b>	Denver L. Gerero, Jr. (English)			
<b>Talaonga NHS</b>			Santiago J. Niemo (TLE) Edwin C. Valin (Science)	



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL

**PROCESSING SHEET**

**RECLASSIFICATION TO MASTER TEACHER POSITION (ELEMENTARY LEVEL)**

Name: \_\_\_\_\_  
 Division/School: \_\_\_\_\_ Contact No: \_\_\_\_\_  
 Authorized Position Title: \_\_\_\_\_ To: \_\_\_\_\_  
 Item Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

DECS-QSM REQUIREMENTS		QUALIFICATION OF CANDIDATE
<b>MASTER TEACHER I</b>		
Education	Bachelor of Elementary Education (BEEd), or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	
Experience	3 years relevant experience	
Eligibility	PBET; Teacher	
Trainings	None Required	

<b>MASTER TEACHER II</b>		
Education	Bachelor of Elementary Education (BEEd), or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent	
Experience	1 year as Master Teacher I or 4 years as Teacher III	
Eligibility	PBET; Teacher	
Trainings	4 hours relevant training	

DEPED-DBM CRITERIA					
Total Number of T1,T2 &T3		No. of MT 1 & MT2 slots		X .10	
Total Number of MT 1		MT1 slots		X .067	
Total Number of MT2		MT2 slots		X. 033	

**DOCUMENTARY REQUIREMENTS**

NO.	REQUIRED DOCUMENTS	Available (/) Not Available (x)	REMARKS
1	Plantilla Allocation List (PAL)		c/o HRMO
2	Matrix for funding requirements		c/o HRMO
3	Duly accomplished Position Description Form, including Unique Item No. of the position to be reclassified per latest PSIPOP		
4	Statement of functions of the unit where the position belongs		
5	Justification for the Reclassification of Position		



NO.	REQUIRED DOCUMENTS	Available (/) Not Available (x)	REMARKS
6	Certification that the incumbent fully meets the QS set by the CSC/DepEd for the position as reclassified		
7	Updated Service Record		
8	Ranklist (for purposes of reclassification only)		C/O HRMO
9	Waiver (if lone candidate)		
10	Duly-accomplished Evaluation Sheet by the HRMO/AO		
11	List of teachers by school in the district (to be prepared by the District Planning Officer & certified correct by the PSDS)-position title and item no. of every teacher must be indicated		
12	Transcript of Records/Special Order		
13	Copy of the previous appointment		
14	PRC Certification of Good Standing		
15	Teacher's License		
16	Report of Board Rating		
17	Certificates of Participation on relevant trainings attended		
18	District Data Bulletin( to be prepared by the Division Planning Officer & certified correct by the SDS)		
19	Certification of no pending promotion, reclassification and resignation		WEBSITE,FORMS
20	Copy of the leaf of the current plantilla, indicated therein the name and the item no. of the recommendee		C/O HRMO

**Findings/Recommendations:**

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**Evaluated by:**

**Reviewed by:**

**ROWENA D. NUQUI**  
Administrative Officer III  
Personnel Section

**GIDEON KARL L. GREFALDA**  
Administrative Officer IV  
Personnel Section

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL

**PROCESSING SHEET**  
**RECLASSIFICATION TO MASTER TEACHER POSITION (SECONDARY LEVEL)**

Name: \_\_\_\_\_  
 Division/School: \_\_\_\_\_ Contact No: \_\_\_\_\_  
 Authorized Position Title: \_\_\_\_\_ To: \_\_\_\_\_  
 Item Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

DECS-QSM REQUIREMENTS		QUALIFICATION OF CANDIDATE
<b>MASTER TEACHER I</b>		
<b>Education</b>	Bachelor of Secondary Education (BSEd), or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	
<b>Experience</b>	3 years relevant experience	
<b>Eligibility</b>	PBET; Teacher	
<b>Trainings</b>	None Required	

<b>MASTER TEACHER II</b>		
<b>Education</b>	Bachelor of Secondary Education (BSEd), or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	
<b>Experience</b>	1 year as Master Teacher I or 4 years as Teacher III	
<b>Eligibility</b>	PBET; Teacher	
<b>Trainings</b>	4 hours relevant training	

DEPED-DBM CRITERIA	
An allotment of at least one master teacher position per subject area with at least 5-7 teachers should be the basis for granting master teacher positions pursuant to DepEd Order No. 70, s. 1988	

**DOCUMENTARY REQUIREMENTS**

NO.	REQUIRED DOCUMENTS	Available (/) Not Available (x)	REMARKS
1	Plantilla Allocation List (PAL)	/	c/o HRMO/ AO II if IU'S Schools
2	Matrix for funding requirements	/	c/o HRMO/ AO II if IU'S Schools



NO.	REQUIRED DOCUMENTS	Available (/) Not Available (x)	REMARKS
3	Duly accomplished Position Description Form, including Unique Item No. of the position to be reclassified per latest PSIPOP		
4	Statement of functions of the unit where the position belongs		
5	Justification for the Reclassification of Position		
6	Certification that the incumbent fully meets the QS set by the CSC/DepEd for the position as reclassified		
7	Updated Service Record		
8	Ranklist (for purposes of reclassification only)		c/o HRMO
9	Waiver (if lone candidate)		
10	Duly-accomplished Evaluation Sheet by the HRMO/AO IV PERSONNEL		c/o HRMO
11	Transcript of Records/S.O		
12	Copy of the previous appointment		
13	PRC Certification of Good Standing		
14	Teacher's License		
15	Report of Board Rating		
16	Certificates of Participation on relevant trainings attended		
17	Complete List of Teachers by Department (with item number)		
18	BPS Form Nos. 29,30,31/ SF 7 and Class Program for the last 3yrs		
19	Latest copy of the PSIPOP of the school		C/O AO II IF IU'S SCHOOL

**Findings/Recommendations:**

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Evaluated by:

**ROWENA D. NUQUI**  
 ADAS III  
 Personnel Section

Date: \_\_\_\_\_

Reviewed by:

**GIDEON KARL L. GREVALDA**  
 Administrative Officer IV  
 Personnel Section

Date: \_\_\_\_\_





Republic of the Philippines  
**Department of Education**

Region V  
 Schools Division of Sorsogon

**PROCESSING SHEET**

**RECLASSIFICATION TO HEAD TEACHER POSITION (SECONDARY)**

Name: \_\_\_\_\_ Contact No: \_\_\_\_\_  
 Division/School: \_\_\_\_\_ To: \_\_\_\_\_  
 Authorized Position Title: \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Item Number: \_\_\_\_\_

QUALIFICATION STANDARDS PER DEPED ORDER NO. 39, S. 2007		QUALIFICATION OF CANDIDATE
Education	Head Teacher I, II, III, IV: Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	
Experience	Head Teacher I: TIC for 1 year; or Teacher for 3 years Head Teacher II: HT for 1 year; or Teacher for 4 years Head Teacher III: HT for 2 years; or Teacher for 5 years Head Teacher IV: HT for 3 years; or MT for 2 years Head Teacher V: HT for 4 years; or MT for 3 years Head Teacher VI: HT for 5 years; or MT for 4 years	
Eligibility	RA 1080 (Teacher)	
Trainings	24 hours of relevant training	

DepEd-DBM CRITERIA	
HT1 to HT3 - at least 6 teachers excluding the recommendee	
HT4 to HT5 - at least 21 teachers excluding the recommendee	

**DOCUMENTARY REQUIREMENTS**

NO.	REQUIRED DOCUMENTS	Available (/) Not Available (x)	REMARKS
1	Plantilla Allocation List (PAL)		c/o HRMO
2	Matrix for funding requirements		c/o HRMO
3	Duly accomplished Position Description Form, including Unique Item No. of the position to be reclassified per latest PSIPOP		
4	Statement of functions of the unit where the position belongs		
5	Justification for the Reclassification of Position		
6	Certification that the incumbent fully meets the QS set by the CSC/DepEd for the position as reclassified		



NO.	REQUIRED DOCUMENTS	Available (/) Not Available (x)	REMARKS
7	Updated Service Record		
8	Ranklist (for purposes of reclassification only)		c/o HRMO
9	Waiver (if lone candidate)		
10	Duly-accomplished Evaluation Sheet by the HRMO/AO		c/o HRMO
11	List of teachers supervised (item number of every teacher must be indicated)		
12	Transcript of Records/S.O		
13	Designation as TIC/Chairman of the Department		
14	Copy of the previous appointment		
15	PRC Certification of Good Standing		
16	Teacher's License		
17	Report of Board Rating		
18	Certificates of Participation on relevant trainings attended		
19	Complete List of Teachers by Department (with item number)		
20	BPS Form Nos. 29,30,31/ SF 7 and Class Program for the last 3yrs		
21	Latest copy of the PSIPOP of the school		C/O HRMO

<b>Findings/Recommendations:</b>

Evaluated by:

**ROWENA D. NUQUI**  
 ADAS III  
 HRMO

Date: \_\_\_\_\_

Reviewed by:

**GIDEON KARL L. GREFALDA**  
 Administrative Officer IV  
 Personnel Section

Date: \_\_\_\_\_