



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

November 7, 2022

DIVISION MEMORANDUM
 NO. 246, s. 2022

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT
 FOR RECLASSIFICATION OF ITEMS (2022, BATCH 16)**

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. 0502022-10-012 dated October 7, 2022; NOSCA NO. 0502022-10-027 dated October 24, 2022; and NOSCA NO. 0502022-10-033 dated October 26, 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 29, 2022**, at the **SDO Records Section**.

NOSCA NO. 0502022-10-012 dated October 7, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	DONSOL VHS	RANOCO, ALBIN MARTOS	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390115-2022
2	GABAO NHS	FORMANES, MICHAEL PENEQUITO	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390114-2022

NOSCA NO. 0502022-10-027 dated October 24, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	STA. MAGDALENA NHS	GREY, ROBERT DE LA ROSA	TEACHER III	OSEC-DECSB-TCH3-393920-2022

NOSCA NO. 0502022-10-033 dated October 26, 2022

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	CASIGURAN TVS	MENDEZ, JERIC ANDANZA	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390316-2022



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



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NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
2	DONSOL NCHS	GARCIA, NONITA QUINONES	MASTER TEACHER II	OSEC-DECSB- MTCHR2-390083- 2022
3	DONSOL NVHS	ALCARAZ, DOMINADOR AMICAN	HEAD TEACHER I	OSEC-DECSB- HTEACH1-390118- 2022
4	GALLANOSA NHS	ARINGO, JOCELYN GUERRERO	MASTER TEACHER I	OSEC-DECSB- MTCHR1-390321- 202
5	GALLANOSA NHS	DE LEON, ROWENA CHAVEZ	HEAD TEACHER IV	OSEC-DECSB- HTEACH4-390013- 2022
6	GALLANOSA NHS	ENCINARES, JANET EMOR	MASTER TEACHER I	OSEC-DECSB- MTCHR1-390319- 2022
7	GALLANOSA NHS	GUARINO, MELY GERONILLA	MASTER TEACHER I	OSEC-DECSB- MTCHR1-390318- 2022
8	GALLANOSA NHS	HABLA, RUBY GUARDIAN	MASTER TEACHER I	OSEC-DECSB- MTCHR1-390317- 2022
9	GALLANOSA NHS	HUGO, ESMERALDA ARAÑA	MASTER TEACHER I	OSEC-DECSB- MTCHR1-390320- 2022
10	GALLANOSA NHS	LOBERIA, CHRISTY BLANCA GILE	MASTER TEACHER II	OSEC-DECSB- MTCHR2-390084- 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



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
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.

6. For information and compliance.

JOSE L. DONCILLO, CESO V
 Schools Division Superintendent



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