



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

November 5, 2021

DIVISION MEMORANDUM

No. 242s. 2021

SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT
FOR RECLASSIFICATION OF ITEMS (BATCH 7)

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. 0502021-10-033, 0502021-10-034, and 0502021-10-035 dated October 16, 2021.
2. The requirements for appointment and the information needed for the Form 122-D are indicated after the list.
3. All concerned are requested to submit their Pertinent Papers for Appointment on or before November 29, 2021 at the Records Section.

NOSCA NO. 0502021-10-033 dated October 16, 2021:

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	MAGALLANES NVHS	OSEO, MICHAEL GIGANTOCA	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-390027-2021

NOSCA NO. 0502021-10-034 dated October 16, 2021:

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	BUHANG NHS	GRAGAS, RENARD LOU VILLARUEL	TEACHER III	OSEC-DECSB-TCH3-392271-2021



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2	BULUSAN HS	FORTEZA, EDGARDO FIRMANES	TEACHER III	OSEC-DECSB-TCH3-392276-2021
3	CASIGURAN TVS	ARCILLA, IRENE AGILADA	TEACHER III	OSEC-DECSB-TCH3-392270-2021
4	ELEMENTARY	BERNARDINO, RUBIELYN LATONERO	SPECIAL EDUCATION TEACHER III	OSEC-DECSB-SPET3-390153-2021
5	ELEMENTARY	CADAG, ELY JR. MACASINAG	TEACHER III	OSEC-DECSB-TCH3-392266-2021
6	ELEMENTARY	DIN, RHEA CABIGAS	TEACHER III	OSEC-DECSB-TCH3-392277-2021
7	ELEMENTARY	HABOC, MORITA DERI	TEACHER III	OSEC-DECSB-TCH3-392268-2021
8	ELEMENTARY	HAPAL, MA. FATIMA ENCLONAR	TEACHER III	OSEC-DECSB-TCH3-392267-2021
9	ELEMENTARY	LONOSA, AMELIA JACOB	TEACHER III	OSEC-DECSB-TCH3-392269-2021
10	GALLANOSA NHS	POLO, MATEO GALIDO	TEACHER III	OSEC-DECSB-TCH3-392273-2021
11	GATE NHS	DE JESUS, ACERON MARCIAL	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-390026-2021
12	MAGALLANES NHS	RAMOS, RIZALDY REYES	TEACHER III	OSEC-DECSB-TCH3-392272-2021
13	PRIETO DIAZ NHS	DOMAGTOY, RIZA DOMANAIS	TEACHER III	OSEC-DECSB-TCH3-392275-2021
14	SAN ISIDRO NHS	GIRADO, RHEA GOLLOSO	TEACHER III	OSEC-DECSB-TCH3-392274-2021

NOSCA NO. 0502021-10-035 dated October 16, 2021:

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ABUCAY NHS	NITO, MARY ANN SULAYAO	TEACHER III	OSEC-DECSB-TCH3-392252-2021



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2	DONSOL NCHS	SAN DIEGO, VANESSA TRIÑANES	TEACHER III	OSEC-DECSB-TCH3-392253-2021
3	ELEMENTARY	DIESTA, LORENA GABITO	TEACHER III	OSEC-DECSB-TCH3-392264-2021
4	ELEMENTARY	ESCULTURA, ANALINDA GREFALDEO	TEACHER III	OSEC-DECSB-TCH3-392259-2021
5	ELEMENTARY	FUNGO, KRISTINE ANN REVIDAD	TEACHER III	OSEC-DECSB-TCH3-392261-2021
6	ELEMENTARY	GALAO, CHARITO ASAJAR	TEACHER III	OSEC-DECSB-TCH3-392258-2021
7	ELEMENTARY	GUALVEZ, MARITNESS NIEVA	TEACHER III	OSEC-DECSB-TCH3-392257-2021
8	ELEMENTARY	GUERRERO, MARLENE VENUS	TEACHER III	OSEC-DECSB-TCH3-392255-2021
9	ELEMENTARY	HAINTO, DARYL JOY LLENA	TEACHER III	OSEC-DECSB-TCH3-392254-2021
10	ELEMENTARY	MANAGO, SHERYL BROGADA	TEACHER III	OSEC-DECSB-TCH3-392256-2021
11	ELEMENTARY	MARFIL, REY ANN LOVENARIO	TEACHER III	OSEC-DECSB-TCH3-390265-2021
12	ELEMENTARY	NAVAS, AIZA DUGAYO	TEACHER III	OSEC-DECSB-TCH3-392262-2021
13	ELEMENTARY	POLO, LEA GACOSTA	TEACHER III	OSEC-DECSB-TCH3-392263-2021
14	ELEMENTARY	TIAMSON, JOCELYN GERSALIA	TEACHER III	OSEC-DECSB-TCH3-392260-2021
15	ELEMENTARY	VILLANUEVA, GIJI MADARA	TEACHER II	OSEC-DECSB-TCH2-390636-2021
16	MACALAYA NHS	LATONERO, JANET FLORESCA	TEACHER II	OSEC-DECSB-TCH2-390635-2021



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4. Below is the list of requirements for appointment.

CSC FILE (BLUE FOLDER)	201 FILE (GREEN FOLDER)
1 - Photocopy of Approved ERF (except for HT, MT, and School Principals)	1 - Photocopy of Approved ERF (except for HT, MT, and School Principals)
2 - Oath of Office	1 - Photocopy of Previous Appointment
2 - Form 122-D (signed by the immediate head)	1 - Updated Service Record
2 - PDS / Form 212 (signed by the AOV/Legal Officer)	
2 - CSC Form Work Experience Sheet	
1 - CSC Authenticated Copy of CSC PBET Certificate of Rating (for PBET)	
1 - Original PRC Authenticated Copy of Certificate of Rating	
1 - Original PRC Authenticated Copy of Certificate of Rating	
1 - Original PRC Authenticated Copy of Certificate of Good Standing (valid if the PRC License is not expired)	
1 - Authenticated copy of PSA Marriage Contract (for female appointees only)	
ADDITIONAL REQUIREMENT FOR SPECIAL EDUCATION TEACHER: 1 Photocopy of Transcript of Records reflecting the specialization in Special Education	



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5. This shall be indicated in the CSC Form 122-D (Please do not revise. Just copy what is written especially in the Qualification Standards).

FOR SCHOOL PRINCIPAL II:

BOX NO. 19: Sets, the mission, vision, goals, and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors, and assesses the school curriculum and is accountable for higher learning outcomes.

BOX NO. 20:

1. Supervises and directs all school teaching and non-teaching personnel
2. Manages instructional system
3. Sets up goals and objectives
4. Leads and implements educational programs
5. Organizes and conducts INSETs
6. Promotes and coordinates services for the holistic development of school personnel and pupils
7. Directs, coordinates and manages school funds according to prioritized needs
8. Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.)
9. Requests and distributes instructional materials
10. Initiates and compiles teachers' professional documents in portfolios
11. Practices equitable distribution of teaching loads and observes teacher-learner ratio
12. Inspects regularly Daily Lesson Logs (DLL)
13. Monitors teachers' upkeep of students' records
14. Provides EPA compliant accommodation to learners amidst shortages
15. Prepares/consolidates reports
16. Rates all school personnel performance and recommends promotion
17. Creates committee to assess learning outcomes
18. Establishes linkages with stakeholders
19. Ensures compliance to existing laws, policies and orders of fund-raising projects for the school
20. Evaluates the school plant, physical facilities fitness, safety, and sufficiency with the assistance of specialists
21. Formulates intervention programs/innovations for learners' development



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22. Organizes special classes for learners with special needs
23. Meets parents regularly to confer/inform about school accomplishments
24. Determines the strengths, weaknesses, opportunities, and threats of the school
25. Designs programs with stakeholders to address school needs
26. Recognizes accomplishments of stakeholder's
27. Promotes welfare of stakeholders'
28. Mediates and ensures resolution of conflicts in school
29. Formulates school policies with stakeholders
30. Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)
31. Promotes school discipline with stakeholders
32. Leads the preparation of SIP/AIP and ensures participation of stakeholders

BOX NO. 21 (QUALIFICATION STANDARDS):

SCHOOL PRINCIPAL II

Education	Bachelor's degree in Elementary Education; or bachelor's degree with 18 professional education units plus 6 units of Management
Experience	1 year as Principal
Eligibility	RA 1080 (Teacher)
Trainings	40 hours of relevant training

FOR SPECIAL EDUCATION TEACHER III:

BOX NO. 19: Accommodates learners with special needs such as children/youth with: hearing impairment, visual impairment, autism, speech defect, intellectual disabilities, behavior problems, orthopedically, physically handicapped, special health problem, learning disabilities, multiple disabilities, gifted and talented; and prepare them for regular classroom setting through curriculum modification/adjustment to meet their diverse individual educational needs.

BOX NO. 20:

1. Assesses children/youths with special needs together with a multidisciplinary assessment team
2. Recommends proper educational placement of children/youth with special needs
3. Modifies the curriculum to address the needs of children/youth with special needs
4. Teaches children/youths with special needs



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5. Uses instructional materials/assistive devices appropriate for children with special needs
6. Conducts case studies/research of children/youths with special needs
7. Implements Individual Educational Plan (IEP) for children/youth with special needs in consultation with parents, confers with parents, principal, medical specialists, social workers, professional and other stakeholders
8. Coordinates placement of children/youth with special needs for regular classroom inclusion
9. Ensures that regular and receiving teachers adhere to inclusive education policies
10. Serves as a SPED focal person in the division/or a resource room teacher in the SPED Center of the school

BOX NO. 21 (QUALIFICATION STANDARDS):

SPECIAL EDUCATION TEACHER III:

Education	Bachelor's degree in Education with specialization in Special Education
Experience	2 years experience as Special Education Teacher
Eligibility	RA 1080 (Teacher)
Trainings	4 hours of relevant training

FOR TEACHER III and TEACHER II:

BOX NO. 19: To plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the principal.

BOX NO. 20:

1. Teaches one or more grades/levels using appropriate and innovative teaching strategies.
2. Facilitates learning in the elementary/secondary schools through functional lesson plans (for new teachers up to 3 years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate, and updated instructional materials
3. Monitors and evaluates pupils/students' progress
4. Undertakes activities to improve performance indicators
5. Maintains updated pupil's/students' progress regularly
6. Supervises curricular and co-curricular projects and activities



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7. Maintains updated pupil/student school records
8. Counsels and guides pupils/students
9. Supports activities of governmental and non-governmental organizations
10. Conducts Action Plan
11. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere)
12. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders
13. Does related work

BOX NO. 21 (QUALIFICATION STANDARDS):


TEACHER III

Education	Bachelor of Elementary/Secondary/Early Childhood Education or bachelor's degree plus 18 professional unit in education
Experience	2 years of relevant experience
Eligibility	RA 1080 (Teacher)
Trainings	None required

TEACHER II

Education	Bachelor of Elementary/Secondary/Early Childhood Education or bachelor's degree plus 18 professional unit in education
Experience	1 year of relevant experience
Eligibility	RA 1080 (Teacher)
Trainings	None required

6. For information and compliance.


JOSE L. DONCILLO, CESO V
 Schools Division Superintendent



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