



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

October 18, 2021

DIVISION MEMORANDUM

No. 222, s. 2021

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT
FOR RECLASSIFICATION OF ITEMS (BATCH 6)**

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. 0502021-08-022 dated August 16, 2021, 0502021-09-056, 0502021-09-048, and 0502021-09-055 dated October 1, 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. 0502021-08-022 dated August 16, 2021:

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	DONSOL NCHS	ATAIZA, IAN HERNANDEZ	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390098-2021
2	DONSOL NCHS	AVERILLA, HILBERT RADORES	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390010-2021
3	DONSOL NCHS	DACILLO, JAMELY CATUBIG	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390097-2021



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NOSCA NO. 0502021-09-056 dated October 1, 2021:

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	STA. MAGDALENA NHS	AREVALO, MARIA TERESITA FERNANDEZ	SCHOOL PRINCIPAL I	OSEC-DECSB-SP3-390011- 2021

NOSCA NO. 0502021-09-048 dated October 1, 2021:

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	AGNOTE, EDHIL PRESCIOUS MARCO	TEACHER III	OSEC-DECSB-TCH3- 391968-2021
2	ELEMENTARY	BAGAGNAN, MARICAR AZUPARDO	TEACHER III	OSEC-DECSB-TCH3- 391972-2021
3	ELEMENTARY	BELESARIO, JOVER BRAGAIS	TEACHER III	OSEC-DECSB-TCH3- 391966-2021
4	ELEMENTARY	BILARAN, LILIBETH MANGAMPO	TEACHER III	OSEC-DECSB-TCH3- 391956-2021
5	ELEMENTARY	DELMONTE, KEVIN JOVEN	TEACHER III	OSEC-DECSB-TCH3- 391969-2021
6	ELEMENTARY	DY, PRINCESS FEDERIO	TEACHER III	OSEC-DECSB-TCH3- 391964-2021
7	ELEMENTARY	ENANO, CIERAINE ESPIEL	TEACHER III	OSEC-DECSB-TCH3- 391957-2021
8	ELEMENTARY	ERLANO, JUDY ANN BALILEA	TEACHER III	OSEC-DECSB-TCH3- 391960-2021
9	ELEMENTARY	ESQUILON, CRISVIE MADRIDANO	TEACHER III	OSEC-DECSB-TCH3- 391955-2021
10	ELEMENTARY	ESTILLER, GARY RESERVA	TEACHER III	OSEC-DECSB-TCH3- 391970-2021



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11	ELEMENTARY	FLORES, HYNA DE LOS ANGELES	TEACHER III	OSEC-DECSB-TCH3-391971-2021
12	ELEMENTARY	FORTEO, CHRISTINE FALCOTELO	TEACHER III	OSEC-DECSB-TCH3-391961-2021
13	ELEMENTARY	GARCIA, MALYN OBREGON	TEACHER III	OSEC-DECSB-TCH3-391958-2021
14	ELEMENTARY	GARDUQUE, REYNAND FORMANES	TEACHER III	OSEC-DECSB-TCH3-391962-2021
15	ELEMENTARY	GONZALES, DONABEL BALIGNASAY	TEACHER III	OSEC-DECSB-TCH3-391954-2021
16	ELEMENTARY	HASPELA, SHIELA MARIE BARCELONA	TEACHER III	OSEC-DECSB-TCH3-391965-2021
17	ELEMENTARY	LOZADA, NILMARIE HASPELA	TEACHER III	OSEC-DECSB-TCH3-391963-2021
18	ELEMENTARY	LUQUENERIO, JESSA ESPERANZATE	TEACHER III	OSEC-DECSB-TCH3-391967-2021
19	ELEMENTARY	REYES, VENUS GARRATE	TEACHER III	OSEC-DECSB-TCH3-391959-2021

NOSCA NO. 0502021-09-055 dated October 1, 2021:

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	BARCELONA NCHS	FULGOSINO, EMILY VILLARETE	TEACHER III	OSEC-DECSB-TCH3-392115-2021
2	BARCELONA NCHS	GALOSO, MARY JANE BEQUILLOS	TEACHER III	OSEC-DECSB-TCH3-392116-2021
3	BUHANG NHS	FUASO, NIDA PEREZ	TEACHER III	OSEC-DECSB-TCH3-392119-2021
4	BULUSAN HS	MENDIZABAL, MARTA FIRMANES	TEACHER III	OSEC-DECSB-TCH3-392120-2021
5	CUMADCAD NHS	DELLOSA, ANJON MOTILLA	TEACHER III	OSEC-DECSB-TCH3-392113-2021



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6	DONSOL NCHS	AVISO, MICHELLE LUNA	TEACHER III	OSEC-DECSB-TCH3-392112-2021
7	DONSOL NCHS	MASANQUE, MARLYN JARDIN	TEACHER III	OSEC-DECSB-TCH3-392110-2021
8	DONSOL NCHS	NISOLA, MARY JOMEN MANDANE	TEACHER III	OSEC-DECSB-TCH3-392111-2021
9	GALLANOSA NHS	AYALA, ALICIA DALUZ	TEACHER III	OSEC-DECSB-TCH3-392117-2021
10	GATE NHS	GICARO, JOHN CARLO DALISAY	TEACHER III	OSEC-DECSB-TCH3-392118-2021
11	JUBAN HS	PERALTA, ANA JUSTINE VILLANUEVA	TEACHER III	OSEC-DECSB-TCH3-392121-2021
12	MANLABONG NHS	CAMAR, GRACE ENAJE	TEACHER III	OSEC-DECSB-TCH3-392107-2021
13	PRIETO DIAZ NHS	ESPEDIDO, LEA SOLANO	TEACHER III	OSEC-DECSB-TCH3-392108-2021
14	PRIETO DIAZ NHS	LUSTESTICA, ROSALVA KATIMBANG	TEACHER III	OSEC-DECSB-TCH3-392109-2021
15	SAN JUAN NHS	CAMACHO, GILBERT BORILLA	TEACHER III	OSEC-DECSB-TCH3-392114-2021

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)	



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2 – CSC Form Work Experience Sheet	
1 - CSC Authenticated Copy of CSC Certificate of Eligibility (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)	

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 III:

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



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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
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



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32. Leads the preparation of SIP/AIP and ensures participation of stakeholders

BOX NO. 21 (QUALIFICATION STANDARDS):

SCHOOL PRINCIPAL III

Education	Bachelor's degree in Elementary Education; or bachelor's degree with 18 professional education units plus 6 units of Management
Experience	2 years as Principal
Eligibility	RA 1080 (Teacher)
Trainings	40 hours of relevant training

FOR MASTER TEACHER I:

BOX NO. 19: Performs 30-50% teaching load; takes charge of curriculum enrichment, teacher coaching/mentoring, professional development ,research, community linkages, (professional development) and provided at least 20% assistance to school head in program implementation.

BOX NO. 20:

1. Attends professional meetings, in-service trainings and related activities for self-growth and advancement.
2. Prepares daily logs and visual aids related to the lesson.
3. Conducts remedial episodes classes for slow learners
4. Updates parents on children's progress and problems through dialogues, conferences, and PTA meetings
5. Assists the guidance counselor in handling students with problems
6. Gets involved in community and civic-organization activities.
7. Maintains harmonious relationships with superiors, students, local and public officials, and co-teachers.
8. Observes proper decorum
9. Conducts echo seminars for co-teachers.
10. Mentors co-teachers in content and skills difficulties



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11. Helps in the proper and accurate dissemination/implementation of school policies.
12. Assists principals in instructional monitoring of teachers.
13. Guides co-teachers in the performance of duties and responsibilities
14. Leads in the preparation and enrichment of curriculum; leads in the discussion of professional ideas, problems, issues, and concerns
15. Initiates projects and programs that will enhance the curriculum and its delivery
16. Makes the needed instructional materials available to teachers and students
17. Assists school heads in class monitoring
18. Conducts in-depth studies or action research on instructional problems
19. Coordinates with the grade chairman in disseminating information about school problems, awards, promotion
20. Conducts demonstration teaching, sharing effective techniques or strategies and helps identify potential demonstration teachers
21. Monitors the maintenance of discipline between and among teachers and learners
22. Assists in designing capacity development programs for teachers
23. Serves as trainer in school-based INSET
24. Evaluates teacher-made tests and interpret results
25. Checks regularly lesson plans of teachers in the assigned grade/subject area
26. Carries regular teaching load for the grade/subject area
27. Serves as a demonstration teacher

BOX NO. 21 (QUALIFICATION STANDARDS):

MASTER TEACHER I

Education	Bachelor of Elementary/Secondary Education or bachelor's degree plus 18 professional unit in Education and 18 units for a Master's degree in Education or its equivalent
Experience	3 years of relevant experience
Eligibility	RA 1080 (Teacher)
Trainings	None required



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FOR HEAD TEACHER I:

BOX NO. 19: Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

BOX NO. 20:

1. Supports School-Based Management (SBM)
2. Assists in the development and implementation of School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP)
3. Ensures adherence to DepEd Orders and other issuances
4. Assists in maintaining the school BEIS
5. Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card
6. Assists in implementing programs of the school
7. Assists in working for possible accreditation
8. Monitors the teaching-learning process
9. Evaluates learning outcomes
10. Recommends changes in policies affecting curriculum and instruction
11. Implements innovations and alternative delivery schemes
12. Localizes/indigenizes curriculum
13. Prepares specific budget and accounts for funds received
14. Maximizes the use of textbooks, references, and other instructional materials
15. Ensures proper use and maintenance of school facilities, equipment, textbooks, and supplies/materials
16. Coordinates with stakeholders on resource generation and mobilization
17. Motivates and supports teachers to attain peak performance through awards, recognition, and incentives
18. Monitors teachers and master teachers



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19. Recommends staffing requirements and assists in the selection and hiring of teachers
20. Conducts department-based training because of training needs analysis
21. Evaluand performance of teachers
22. Promotes harmonious working relationship among teachers
23. Promotes the corporate image of the Department of Education
24. Recommends promotion of teaching and non-teaching personnel
25. Establishes and ensures support and cooperation of stakeholders
26. Provides technical assistance in school-related grievances and assists in enforcing school safety procedures and policies
27. Proposes plans and implements SB INSET
28. Prepares and submits monthly supervisory/accomplishment report

BOX NO. 21 (QUALIFICATION STANDARDS):

HEAD TEACHER I

Education	Bachelor's degree in Elementary/Secondary Education or bachelor's degree with 18 professional education units with appropriate field of specialization
Experience	Teacher-In-Charge for 1 year; Teacher for 3 years
Eligibility	RA 1080 (Teacher)
Trainings	24 hours relevant training

FOR TEACHER III:

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.



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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
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

6. For information and compliance.


JOSE L. DONCILLO, CESO V
 Schools Division Superintendent



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