



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

July 8, 2024

DIVISION MEMORANDUM
NO. 137, s. 2024

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT
FOR RECLASSIFICATION OF ITEMS (2024, BATCH 2)**

To: Public Schools District Supervisors
Elementary and Secondary School Heads
Concerned Teachers

1. This is to inform all concerned of the additional teachers listed herein per Notice of Organization, Staffing and Compensation Action (NOSCA) 0502024-05-014 dated May 15, 2024.
2. The requirements for appointment are indicated after the list.
3. The forms and guides for Appointment are available for download from this link: <https://tinyurl.com/3zen5mbw> , or scan this QR Code:



4. All concerned are requested to submit their Pertinent Papers for Appointment on or before **July 26, 2024**, for checking at the SDO Personnel Section.

NOSCA NO. 0502024-05-014 dated May 15, 2024

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	ELEMENTARY	CANILLO, GINA VILLANUEVA	TEACHER III	OSEC-DECSB-TCH3-390918-2024
2	ELEMENTARY	MANRIQUE, YNNA MARIE TOLEDO	TEACHER III	OSEC-DECSB-TCH3-390919-2024
3	ELEMENTARY	AREVALO, JERRANA TORRES	TEACHER III	OSEC-DECSB-TCH3-390920-2024
4	ELEMENTARY	SOCALO, MA. ELLA RAZO	TEACHER III	OSEC-DECSB-TCH3-390921-2024



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NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
5	ELEMENTARY	FORLAJE, JANNETTE ESTRALLADO	TEACHER III	OSEC-DECSB-TCH3-390922-2024
6	ELEMENTARY	CAMPILLOS, JIDELYN LLOSALA	TEACHER III	OSEC-DECSB-TCH3-390923-2024
7	ELEMENTARY	VILLANUEVA, SHIELA ALCANTARA	TEACHER III	OSEC-DECSB-TCH3-390924-2024
8	ELEMENTARY	AVISADO, MILACEL AREVALO	TEACHER III	OSEC-DECSB-TCH3-390925-2024
9	ELEMENTARY	GARFIN, MAGI MAY NAAG	TEACHER III	OSEC-DECSB-TCH3-390926-2024
10	ELEMENTARY	ALCANTARA, LORENA HAMOR	TEACHER III	OSEC-DECSB-TCH3-390927-2024
11	ELEMENTARY	TOCA, MARY JOY BELLEN	TEACHER III	OSEC-DECSB-TCH3-390928-2024
12	ELEMENTARY	DE GUZMAN, AGNES OLAYRES	TEACHER III	OSEC-DECSB-TCH3-390929-2024

5. 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 if any
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public	1 copy	Photocopy of the PRC License
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy	Photocopy of the PRC Certificate of Good Standing
		1 copy	Photocopy of the PRC Certificate of Rating



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 Website: depdsorsogon.com.ph



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	PRC License (must be authenticated by the PRC)	1 copy	Updated Service Record
1 copy	PRC Certificate of Good Standing (must be authenticated by the PRC)	1 copy	Photocopy of the Latest Transcript of Records
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 (Position Description Form)		
1 copy	Latest Transcript of Records (authenticated by the School/Issuing Institution)		
1 copy	PSA Marriage Contract (for female appointees only, if applicable)		

6. For information and compliance.


WILLIAM E. GANDO, CESO VI
Schools Division Superintendent