



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

August 7, 2024

DIVISION MEMORANDUM
NO. 166, s. 2024

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT
FOR RECLASSIFICATION OF ITEMS (2024, BATCH 4)**

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

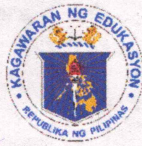
1. This is to inform all concerned of the approval for the upgrading of positions of the teachers/personnel listed herein per Notice of Organization, Staffing and Compensation Action (NOSCA) 0502024-07-012 dated 07/15/2024, and NOSCA NO. 0502024-07-032 dated 07/30/2024.
2. The requirements for appointment are indicated after the list.
1. The forms and guides for Appointment are available for download from this link: <https://tinyurl.com/3zen5mbw> , or scan this QR Code:



2. The following are requested to submit their Pertinent Papers for Appointment on or before **August 30, 2024**, for checking at the SDO Personnel Section.

NOSCA NO. 0502024-07-012 dated July 15, 2024

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	BARCELONA NCHS	GONZALES, MARLY NONSOL	Teacher II	OSEC-DECSB-TCH2-390266-2024
2	ELEMENTARY	FRENCILLO, EDWIN LEGASPI	Head Teacher II	OSEC-DECSB-HTEACH2-390479-2024
3	ELEMENTARY	BALAORO, SANTY CANTORIA	Head Teacher II	OSEC-DECSB-HTEACH2-390480-2024



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NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
4	ELEMENTARY	LLONA, DARYLL VELASCO	Head Teacher I	OSEC-DECSB-HTEACH1-390007-2024
5	ELEMENTARY	ALBOR, FREXIE CRISOLO	Teacher III	OSEC-DECSB-TCH3-391588-2024
6	ELEMENTARY	SANTONIA, MARY JOY MALATE	Teacher III	OSEC-DECSB-TCH3-391589-2024
7	ELEMENTARY	GABILO, ROWENA CANDIDA ESPONICILLA	Teacher III	OSEC-DECSB-TCH3-391590-2024
8	ELEMENTARY	GRIETA, MARIDEL GUELAS	Teacher III	OSEC-DECSB-TCH3-391591-2024
9	PILAR NCHS	FEGIDERO, KATHLEEN KAY	Teacher II	OSEC-DECSB-TCH2-390267-2024

NOSCA NO. 0502024-07-032 dated July 30, 2024

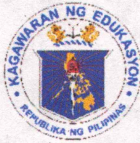
NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	BULAN NHS	BITANCOR, DEMAR GROYN	Master Teacher I	OSEC-DECSB-MTCHR1-390013-2024
2	ELEMENTARY	RAPOSON, JAYSON LERIO	Head Teacher I	OSEC-DECSB-HTEACH1-390020-2024
3	MT SIA MHS	DIÑO, MARIA CRISTINA LEGSON	Master Teacher I	OSEC-DECSB-MTCHR1-390014-2024

3. 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)



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
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
		1 copy	Photocopy of the PRC Certificate of Good Standing
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy	Photocopy of the PRC Certificate of Rating
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)		

4. For information and compliance.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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