



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

January 07, 2026

DIVISION MEMORANDUM

No. 020 s. 2026

SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR APPOINTMENT OF PERSONNEL WITH RECLASSIFIED POSITIONS UNDER THE EXPANDED CAREER PROGRESSION (BATCH 2)

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs and Personnel
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Notice of Organization, Staffing and Compensation Action (NOSCA) No. 0502025-12-129 issued by the Department of Budget and Management, all newly reclassified personnel are hereby directed to accomplish the documentary requirements for appointment.
2. The list of personnel, documentary requirements and schedule of submission are attached as Enclosures No. 1, 2 and 3 to this memorandum.
3. The School/District Committee may schedule the checking on Saturday or Sunday. Attendance of the committee and SDO-Personnel In-Charge for the review of documentary requirements shall be granted compensatory overtime credit.
4. Documents shall be submitted personally by the appointee to the SDO-Personnel Section. They must strictly follow the scheduled date of submission; otherwise, they will not be accommodated. It is understood that all documents have been duly checked and verified by the committee prior to submission at the SDO.
5. For information, immediate and wide dissemination, guidance and compliance.

MA. JEANY T. ABAYON

Assistant Schools Division Superintendent
OIC, Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 20 s. 2026

LIST OF TEACHERS AND SCHOOL ADMINISTRATORS WITH NEWLY RECLASSIFIED POSITIONS

NO.	NAME	FROM	TO	DISTRICT/SCHOOL	SCHEDULE OF SUBMISSION at the SDO-Personnel Section
ELEMENTARY					
1	GEROMO, JUAN OBO	SCHOOL PRINCIPAL II	SCHOOL PRINCIPAL III	BARAS NORTH	January 17, 2026 (Saturday) 1:00PM-5:00PM
2	DOBLON, AGNES TOLEDANA	HEAD TEACHER IV	SCHOOL PRINCIPAL I	BATO EAST	January 16, 2026 (Friday) 3:30PM-6:00PM
3	LOPEZ, EVELYN BRIZO	TEACHER II	TEACHER III	CARAMORAN SOUTH	January 17, 2026 (Saturday) 8:00AM-12:00NN
4	OBOGNE, ERME TAYAM	MASTER TEACHER I	MASTER TEACHER III	GIGMOTO	January 17, 2026 (Saturday) 1:00PM-5:00PM
5	RIMA, MARY JANE SANCHEZ	HEAD TEACHER III	SCHOOL PRINCIPAL I	PANDAN EAST	January 17, 2026 (Saturday) 8:00AM-12:00NN
6	VALLESPIN, MILDRED BUENA	TEACHER II	TEACHER III	PANDAN EAST	
7	ICALABIS, RHEA MARIE IBATUAN	TEACHER II	TEACHER III	PANDAN EAST	
8	DELA ROSA, KRISTAL IBARDALOZA	TEACHER II	TEACHER III	PANDAN WEST	
9	GAYATIN, MARY JEAN EVANGELISTA	TEACHER II	TEACHER III	PANDAN WEST	
10	ARAOJO, ROSALIE SALVADOR	TEACHER II	TEACHER III	PANDAN WEST	
11	BERNARDINO, CRISTINE DE QUIROZ	TEACHER II	TEACHER III	PANDAN WEST	
12	TEBELIN, FRANCIA TUBIANOSA	SCHOOL PRINCIPAL I	SCHOOL PRINCIPAL III	VIGA WEST	January 17, 2026 (Saturday) 8:00AM-12:00NN
13	SAPANTA, SHIELA MARIE MONJARDIN	SCHOOL PRINCIPAL I	SCHOOL PRINCIPAL II	VIRAC NORTH	January 13, 2026 (Tuesday) 3:30PM-6:00PM
14	IMPERIAL, ROSIEL PERDIGON	SCHOOL PRINCIPAL I	SCHOOL PRINCIPAL II	VIRAC NORTH	
15	SARMIENTO, ALMA VARGAS	TEACHER II	TEACHER III	VIRAC NORTH	



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16	ANTONIO, IRMA CANLAPAN	TEACHER II	TEACHER III	VIRAC NORTH	
17	TABIRAO, QUENNIE BONA	TEACHER II	TEACHER III	VIRAC NORTH	
18	ROJAS, JINKY JANORAS	TEACHER II	TEACHER III	VIRAC NORTH	
19	TABO, ASUNCION ZAFE	SCHOOL PRINCIPAL I	SCHOOL PRINCIPAL II	VIRAC SOUTH	January 14, 2026 (Wednesday) 3:30PM-6:00PM
20	TABLATE, ROBERT VALEZA	HEAD TEACHER III	SCHOOL PRINCIPAL I	VIRAC SOUTH	
JUNIOR HIGH SCHOOL					
21	TABOR, JOLLY MECCA BARCELON	TEACHER I	TEACHER IV	BARAS RDHS	January 17, 2026 (Saturday) 1:00PM-5:00PM
22	SANTOS, LENNIE RODRIGUEZ	TEACHER II	TEACHER IV	BUGAO NHS	January 17, 2026 (Saturday) 8:00AM-12:00NN
23	BOROMELO, CESMENDA ALCANTARA	SCHOOL PRINCIPAL III	SCHOOL PRINCIPAL IV	CARAMORAN RDHS	January 17, 2026 (Saturday) 8:00AM-12:00NN
24	SAN JUAN, NICOLE PADIS	TEACHER II	TEACHER IV	CARAMORAN RDHS	
25	PABIA, JOHN NORMAN DE LUNA	TEACHER I	TEACHER IV	CARAMORAN RDHS	
26	CONCHE, MARIA SOLEDAD AZNAR	HEAD TEACHER V	SCHOOL PRINCIPAL I	SUPANG-DATAG NHS	
27	TUD, ESTELA GIANAN	TEACHER II	TEACHER IV	CNHS	January 18, 2026 (Sunday) 8:00AM-12:00NN
28	ALCANTARA, SALUSTIANO III OLESCO	TEACHER I	TEACHER IV	CNHS	
29	VARGAS, MERICRIS SAN JUAN	TEACHER II	TEACHER IV	CODON NHS	January 15, 2026 (Thursday) 3:30PM-6:00PM
30	TOMANIOG, REAN LOU TIMAJO	TEACHER I	TEACHER IV	VIGA RDHS	January 17, 2026 (Saturday) 8:00AM-12:00NN
31	CABRERA, ANAFE MOLINA	TEACHER I	TEACHER IV	VIGA RDHS	
32	OGALESCO, FATIMA YUTAN	TEACHER I	TEACHER IV	VIGA RDHS	



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Enclosure No. 2 of Division Memorandum No. 20 s. 2026

**DOCUMENTARY REQUIREMENTS FOR APPOINTMENT
 (RECLASSIFICATION FOR TEACHING POSITION)**

Name: _____ Level: Elem ___ JHS ___ SHS ___
 Reclassified Position: _____ School: _____
 District: _____

DIRECTIONS:

- All documents must be placed in a LONG-SIZE WHITE Folder and follow the arrangement of documents on this checklist.
- Punch documents and fastened at the TOP CENTER of the folder.
- Forms can be downloaded at https://bit.ly/Appointment_Forms

	FOLDER 1 (CSC FILE)	NO. OF COPIES
a.	Original copy of sworn CS Form 212 (Revised 2025) – Personal Data Sheet (Computerized) with attached latest passport sized picture. PRINT ON A LONG BOND PAPER, BACK TO BACK Link: https://bit.ly/Appointment_Forms Note: signatories for PDS- Barangay Chairperson, Municipal Mayor, or a notary public	1
b.	Original copy of Work Experience Sheet (Attachment to CS Form No. 212) (Must be Encoded) Link: https://bit.ly/Appointment_Forms	1
c.	Clear copy of PRC License ID	1
d.	Original copy of Verified PRC License ID thru PRC LERIS (System Generated) Link: https://online.prc.gov.ph/Verification	1
e.	Original copies of CS Form No. 1 - Position Description Form – Revised 2017 (Duly Signed by the Immediate Head) PRINT ON A LONG BOND PAPER, BACK TO BACK Link: https://bit.ly/Appointment_Forms	3
f.	Original copies of Panunumpa sa Katungkulan – Neribisa 2025 (<i>Please don't fill in the Subscribed and Sworn Portion</i>) PRINT ON A LONG BOND PAPER Link: https://bit.ly/Appointment_Forms	3
g.	CS Form No. 4 (Certificate of Assumption to Duty – Revised 2025) PRINT ON A SHORT BOND PAPER -Leave the effectivity date and 3 rd paragraph blank Link: https://bit.ly/Appointment_Forms	8
h.	Clear copy Certificate of Live of Birth issued by PSA	1
i.	Clear copy of Marriage Certificate issued by PSA (for married female employee only)	1
j.	Clear copy of relevant valid National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I (for SHS- TVL Track only)	1



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a.	Original copy of sworn CS Form 212 (Revised 2025) – Personal Data Sheet (Computerized) with attached latest passport sized picture. PRINT ON A LONG BOND PAPER, BACK TO BACK Link: https://bit.ly/Appointment_Forms Note: signatories for PDS- Barangay Chairperson, Municipal Mayor, or a notary public	1
b.	Original copy of Work Experience Sheet (Attachment to CS Form No. 212) (Must be Encoded) Link: https://bit.ly/Appointment_Forms	1
c.	Clear copy of PRC License ID	1
d.	Original copy of Verified PRC License ID thru PRC LERIS (System Generated) https://online.prc.gov.ph/Verification	1
e.	Clear copy of Official Transcript of Records	1
f.	Original copy of Updated Service Record	1
g.	Clear copy of IPCRF for the last rating period	1
h.	Clear copy of last approved appointment	1
i.	Clear copy Certificate of Live of Birth issued by PSA	1
j.	Clear copy of Marriage Certificate issued by PSA (for married female employee only)	1
k.	Clear copy of relevant valid National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I (for SHS- TVL Track only)	1



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Enclosure No. 3. of Division Memorandum No. 20 s. 2026

**DOCUMENTARY REQUIREMENTS FOR APPOINTMENT
 (RECLASSIFICATION FOR SCHOOL ADMINISTRATION POSITION)**

Name: _____ Level: Elem___ JHS___ SHS___
 Reclassified Position: _____ School: _____
 District: _____

DIRECTIONS:

- All documents must be placed in a LONG-SIZE WHITE Folder and follow the arrangement of documents on this checklist.
- Punch documents and fastened at the TOP CENTER of the folder.
- Forms can be downloaded at https://bit.ly/Appointment_Forms

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b.	Original copy of Work Experience Sheet (Attachment to CS Form No. 212) (Must be Encoded) Link: https://bit.ly/Appointment_Forms	1
c.	Clear copy of PRC License ID	1
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f.	Original copies of Panunumpa sa Katungkulan – Neribisa 2025 (<i>Please don't fill in the Subscribed and Sworn Portion</i>) PRINT ON A LONG BOND PAPER Link: https://bit.ly/Appointment_Forms	3
g.	CS Form No. 4 (Certificate of Assumption to Duty – Revised 2025) PRINT ON A SHORT BOND PAPER -Leave the effectivity date and 3 rd paragraph blank Link: https://bit.ly/Appointment_Forms	8
h.	Clear copy Certificate of Live of Birth issued by PSA	1
i.	Clear copy of Marriage Certificate issued by PSA (for married female employee only)	1



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e.	Clear copy of Official Transcript of Records	1
f.	Original copy of Updated Service Record	1
g.	Clear copy of IPCRF for the last rating period	1
h.	Clear copy of last approved appointment	1
i.	Clear copy Certificate of Live of Birth issued by PSA	1
j.	Clear copy of Marriage Certificate issued by PSA (for married female employee only)	1
k.	Clear Copy of Neuro Psychiatric Exam/Psychological Exam (For Transfer/Head Teacher/School Principal Positions Only)	1



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Enclosure No. 4 of Division Memorandum No. 20 s. 2026

COMMITTEE ON THE CHECKING OF DOCUMENTARY REQUIREMENTS

A. For Elementary (Per District)

Team Leader	Public Schools District Supervisor
Asst. Team Leader	Administrative Officer II of Central School
Members	All other Administrative Officers II of the District

B. For Secondary

- Junior High School & Senior High School of Implementing Units

Team Leader	School Head
Asst. Team Leader	Administrative Officer IV
Members	Administrative Officer II
	Other Non-teaching personnel

- Junior High School & Senior High School of Non-Implementing Units

Team Leader	School Head
Asst. Team Leader	Administrative Officer II
Members	Other Non-teaching personnel

**Secondary School with no AO II/AO IV or AO-Designate shall submit directly to the SDO-Personnel Section on the scheduled date.*

SDO PERSONNEL IN-CHARGE FOR THE REVIEW OF DOCUMENTARY REQUIREMENTS

Over-All Chair	Marichelle B. Llave	
Elementary	Team Leader	Mark Anthony U. Tabo
	Members	Cristy Ann F. Cardíño
		Omar T. Urbano
		Mary Joanne I. Aquino
Junior High School	Team Leader	Al Francis B. Mendez
	Members	Melody R. Taller
		Nimfa R. Arcilla
Senior High School	Team Leader	Roma Angelee A. Soleybar
	Members	Jenelyn R. del Barrio
		Virgilio J. Molina Jr.



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