

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

March 11, 2026


DIVISION MEMORANDUM

No. 384 s. 2026

SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR APPOINTMENT OF PERSONNEL WITH RECLASSIFIED POSITIONS UNDER THE EXPANDED CAREER PROGRESSION (BATCH 5)

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) Numbers 0502026-02-158 and 0502026-02-164 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 teachers, documentary requirements and schedule of submission are attached as Enclosure Nos. 1 & 2 to this memorandum.
3. A School/District Committee on the Checking of Documentary Requirements is hereby created (Enclosure No. 3). Their role is to ensure the correct filling out of the Personal Data Sheet (CS Form 212), other forms and the completeness of all required documents.
4. The School/District Committee may schedule the checking of requirements 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.
5. 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.
6. 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. 784 s. 2026

LIST OF TEACHERS WITH NEWLY RECLASSIFIED POSITIONS

ELEMENTARY

NO.	NAME	FROM	TO	DISTRICT	Schedule of Submission at the SDO – Personnel Section
1	MENDEZ, HAIDE DE LA ROSA	Teacher III	Teacher VI	BAGAMANOC SOUTH	March 19, 2026 (Thursday) 9:00AM-4:00PM
2	VELCHEZ, GESALYN RODRIGUEZ	Master Teacher I	Master Teacher III	BAGAMANOC SOUTH	
3	VARGAS, ANNALIZA DASIGAN	Teacher III	Teacher VI	BARAS SOUTH	
4	NERY, JUANITA VARGAS	Master Teacher I	Master Teacher II	BARAS SOUTH	
5	PARAGAS, ANNIE TORZAR	Teacher III	Teacher VI	BATO EAST	
6	TRABALLO, JULIEBE TANO	Teacher III	Teacher VI	BATO EAST	
7	RACCA, ARLENE TORZAR	Teacher III	Teacher VI	BATO WEST	
8	SALVADOR, JONALYN BUENDIA	Teacher III	Teacher VI	BATO WEST	
9	DELOS REYES, ROSALIE BERNAL	Teacher III	Teacher VI	CARAMORAN NORTH	
10	BAO, MARICRIS DELOS REYES	Teacher III	Teacher VI	CARAMORAN NORTH	
11	BALUTE, RHODORA FERRER	Teacher III	Teacher VI	CARAMORAN NORTH	
12	TRINIDAD, JANEL BRIZO	Teacher III	Teacher VI	CARAMORAN SOUTH	
13	DE LEON, ESTELA MARIE TABLATE	Teacher III	Teacher VI	CARAMORAN SOUTH	
14	SAPICO, CHERRY TOJOT	Teacher III	Teacher VI	CARAMORAN SOUTH	
15	SORIAO, MARY GRACE CHAVEZ	Teacher III	Teacher VI	GIGMOTO	
16	CAMACHO, SONIA CABALLERO	Teacher III	Teacher VI	PANDAN EAST	
17	CASTILLA, REA CONDENO	Teacher III	Teacher VI	PANDAN EAST	
18	BUENCONSEJO, MARIA GRACIA EUBRA	Teacher III	Teacher VI	PANDAN WEST	
19	EUSEBIO, DAISY DELA ROSA	Teacher III	Teacher VI	PANDAN WEST	
20	BALMACEDA, TERESA ALFARO	Teacher III	Teacher VI	PANGANIBAN	
21	BERNARDO, JUDY ALFARO	Teacher III	Teacher VI	PANGANIBAN	
22	TELLERVA, CHARITO SUAREZ	Teacher III	Teacher VI	PANGANIBAN	
23	MAGNO, EFREN SOMIDO	Teacher III	Teacher VI	SAN ANDRES EAST	
24	PANTI, ROAN TIU	Teacher III	Teacher VI	SAN-ANDRES WEST	
25	TORREÑA, SHELLY ANN TORCELINO	Teacher III	Teacher VI	SAN MIGUEL NORTH	
26	TUPAS, JEANA TASARRA	Teacher III	Teacher VI	SAN MIGUEL SOUTH	
27	SORIAO, FLORO TUAZON	Teacher III	Teacher VI	SAN MIGUEL SOUTH	
28	BELARDO, MARY ANN VALLESPIN	Teacher III	Teacher VI	VIGA EAST	
29	TEMPLONUEVO, DONNA CAJUDAY	Teacher III	Teacher VI	VIGA WEST	
30	TUGANO, ROMNICK TUMANLAO	Teacher III	Teacher VI	VIGA WEST	
31	OMAYAN, MAEANN RESPONDE	Teacher III	Teacher VI	VIGA WEST	
32	VEGA, EMILIE TUMAMPIL	Teacher III	Teacher VI	VIGA WEST	
33	TANON, WENDY NAVARRO	Teacher III	Teacher VI	VIGA WEST	
34	VARGAS, MICHELLE BALMACEDA	Teacher III	Teacher VI	VIGA WEST	
35	VICENTE, LIEZEL OGALESCO	Teacher III	Teacher VI	VIGA WEST	
36	TARALA, LERMA TAÑON	Teacher III	Teacher VI	VIGA WEST	
37	ALANO, CECILE CLAVECILLAS	Teacher III	Teacher VI	VIGA WEST	
38	DORADO, GINALYN OGENA	Master Teacher I	Master Teacher II	VIGA WEST	
39	MARZO, EDEN DELEON	Teacher III	Teacher VI	VIRAC NORTH	



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40	ABUNDO, JANET TUBALINAL	Teacher III	Teacher VI	VIRAC NORTH
41	BADIOLA, JESSEL MAGDARAOG	Teacher III	Teacher VI	VIRAC NORTH
42	TABLATE, LARA ANGELIKA GONZALES	Teacher III	Teacher VI	VIRAC NORTH
43	ALBERTO, JONAH AQUINO	Teacher III	Teacher VI	VIRAC NORTH
44	TABO, SHERRY HIDALGO	Teacher III	Teacher VI	VIRAC NORTH
45	RAFALLO, MYLA RODRIGUEZ	Teacher III	Teacher VI	VIRAC NORTH
46	LIGBOS, ROCHELE TABLADA	Teacher III	Teacher VI	VIRAC NORTH
47	MAGTAGNOB, ANALYN OBOGNE	Teacher III	Teacher VI	VIRAC NORTH
48	GUALBERTO, RACHEL PEREYRA	Teacher III	Teacher VI	VIRAC NORTH
49	DEDICATORIA, SHERLENE VILLANUEVA	Master Teacher I	Master Teacher III	VIRAC NORTH
50	BARRAMEDA, CYRIL SAPICO	Teacher III	Teacher VI	VIRAC NORTH
51	CAMACHO, GLORIA GIANAN	Teacher III	Teacher VI	VIRAC SOUTH
52	DAYOK, SHERYL LYN TRESMANIO	Teacher III	Teacher VI	VIRAC SOUTH
53	VARGAS, CRISJOY ARCILLA	Teacher III	Teacher VI	VIRAC SOUTH

**March 19, 2026
(Thursday)
9:00AM-4:00PM**



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Enclosure No. 2 to Division Memorandum No. 784, 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

		Place a check if the required documents are present		
FOLDER 1 (CSC FILE)		No. of Copies	School/District	SDO
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 (Please don't fill in the Subscribed and Sworn Portion) 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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	FOLDER 2 (201 FILE)	Place a check if the required documents are present		
		No. of Copies	School/District	SDO
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		

Folder 1 & 2 Checked by:

Folder 1 & 2 Reviewed by:

_____ (SDO-Personnel Section In-Charge)



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Enclosure No. 3 of Division Memorandum No. 784 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. Cardino
		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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