



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**Office of the School Division
 Superintendent**

November 28, 2022

The following Teachers are required to submit their pertinent documents for appointment in view of the approval in the Reclassification per DBM NOSCA Serial No. 1002022-10-037, 1002022-11-015, 1002022-11-025 and 1002022-11-032, respectively to wit

Unique Item Number	Name of Incumbent	Position Title – Salary Grade/Step	
Bobontugan NHS			
OSEC-DECSB-TCH1-679972-1998	Go, Margie D.	Teacher I – 11/8	Teacher III – 13/1
OSEC-DECSB-TCH1-676450-1998	Ruma, Marnelli Amor S.	Teacher I – 11/3	Teacher II – 12/1
OSEC-DECSB-TCH1-676455-1998	Sumayang, Mary Kristine G.	Teacher I – 11/3	Teacher II – 12/1
Casinglot NHS			
OSEC-DECSB-TCH1-661112-2014	Butanog, Joan S.	Teacher I – 11/3	Teacher II – 12/1
Dampil NHS			
OSEC-DECSB-TCH1660139-2009	Jalop, Lea A.	Teacher I – 11/2	Teacher III – 13/1
Danao NHS			
OSEC-DECSB-TCH1-661495-2015	Matin-ao, Kethelwolda B.	Teacher I – 11/2	Teacher III – 13/1
OSEC-DECSB-TCH1-661494-2015	Ibarra, Jucel Quennie V.	Teacher I – 11/3	Teacher III – 13/1
Hinaplan NHS			
OSEC-DECSB-TCH1-663015-2012	Tabamo, Mary Ann D.	Teacher I – 11/4	Teacher II – 12/1
Kibungsod NHS			
OSEC-DECSB-TCH1-680819-1998	Socaoco, Fernando Jr.	Teacher I – 11/4	Teacher II – 12/1
Mantangale NHS			
OSEC-DECSB-TCH1-661174-2014	Guibone, Estrella P.	Teacher I – 11/3	Teacher III – 13/1
OSEC-DECSB-TCH2-660030-2005	Sendaydiego, Marites B.	Teacher II – 12/3	Teacher III – 13/1
Manticao NHS			
OSEC-DECSB-TCH1-661131-2014	Sy, Josel Grace B.	Teacher I – 11/3	Teacher III – 13/1
OSEC-DECSB-TCH1-661133-2014	Cagampang, Clidy C.	Teacher I – 11/1	Teacher III – 13/1
Matangad NHS			
OSEC-DECSB-TCH1-663034-2012	Fabricante, Cristina C.	Teacher I – 11/3	Teacher III – 13/1
Mat-I NHS (Claveria)			
OSEC-DECSB-TCH1-676712-1998	Cagas, Vercejil E.	Teacher I – 11/6	Teacher III – 13/1
Mat-I NHS (Naawan)			
OSEC-DECSB-TCH2-660793-2016	Nale, Honey Shalinie M.	Teacher II – 12/2	Teacher III – 13/1
Misamis Oriental NHS			
OSEC-DECSB-TCH1-676880-1998	Heyasa, Remy P.	Teacher I – 11/7	Teacher III – 13/1
OSEC-DECSB-TCH1-662909-2012	Galimba, Renando A.	Teacher I – 11/3	Teacher III – 13/1
OSEC-DECSB-TCH1-662908-2012	Valmores, Maria Georgina S.	Teacher I – 11/2	Teacher II – 12/1
OSEC-DECSB-TCH2-660038-2005	Galdo, Cecille Marie T.	Teacher II – 12/2	Teacher III – 13/1
Naawan NHS			
OSEC-DECSB-TCH2-660255-2014	Pagutayao, Majarahnee P.	Teacher II – 12/3	Teacher III – 13/1
Opol NSTS			
OSEC-DECSB-TCH1-663188-2012	Vallar, Vanesaa U.	Teacher I – 11/4	Teacher II – 12/1
Patrocinio NHS			
OSEC-DECSB-TCH1-661480-2015	Daluz, Jennie B.	Teacher I – 11/3	Teacher III – 13/1



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
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 Email: misamis.oriental@deped.gov.ph



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Portulin NHS			
OSEC-DECSB-TCH1-661161-2014	Calunsag, Luz L.	Teacher I – 11/2	Teacher III -13/1
Rizal NHS			
OSEC-DECSB-TCH1-660592-2011	Salon, Lea E.	Teacher I – 11/4	Teacher III – 13/1
OSEC-DECSB-TCH1-661153-2014	Tagocon, Jonalyn A.	Teacher I – 11/2	Teacher III – 13/1
Senior High School			
OSEC-DECSB-TCH2-660327-2016	Fernandez, Armita C.	Teacher II – 12/2	Teacher III – 13/1
OSEC-DECSB-TCH2-660328-2016	Baconguis, Khrisna N.	Teacher II – 12/2	Teacher III – 13/1
Tagoloan NHS			
OSEC-DECSB-TCH1-660147-2009	Mendoza, Kache Kae T.	Teacher I – 11/4	Teacher III – 13/1
OSEC-DECSB-TCH1-663208-2012	Arazo, Mary Joy B.	Teacher I – 11/3	Teacher III – 13/1
Villanueva NHS			
OSEC-DECSB-TCH1-661421-2017	Segumpan, Bryan Flord S.	Teacher I – 11/2	Teacher II – 12/1
OSEC-DECSB-TCH1-661527-2015	Fabela, Ivy E.	Teacher I – 11/4	Teacher III – 13/1
OSEC-DECSB-TCH1-663226-2012	Remo, June Rae L.	Teacher I – 11/4	Teacher II – 12/1
OSEC-DECSB-TCH1-677070-1998	Abrio, Harold L.	Teacher I – 11/2	Teacher II – 12/1
OSEC-DECSB-TCH2-660160-2010	Putian, Charline E.	Teacher II – 12/3	Teacher III – 13/1
OSEC-DECSB-TCH2-660153-2001	Ranario, Sulvia P.	Teacher II – 12/8	Teacher III – 13/1
OSEC-DECSB-TCH1-661105-2014	Mauna, Sittie Jaya O.	Teacher I – 11/3	Teacher III – 13/1
OSEC-DECSB-TCH1-660039-2001	Dajan, Ma. Lourdes G.	Teacher II – 11/8	Teacher I – 12/1
OSEC-DECSB-TCH1-660057-1999	Amante, Jeralyn P.	Teacher I – 11/7	Teacher I – 12/1
OSEC-DECSB-TCH1-661102-2014	Aspiras, Delia D.	Teacher I – 11/2	Teacher III – 13/1
Elementary Education			
OSEC-DECSB-TCH1-661040-2014	Emano, Maria Loreto T.	Teacher I – 11/3	Teacher III – 13/1
OSEC-DECSB-TCH1-675845-1998	Rivera, Emily A.	Teacher I – 11/4	Teacher III – 13/1
OSEC-DECSB-TCH1-676188-1998	Gabales, Joyriel G.	Teacher I – 11/3	Teacher II – 12/1
OSEC-DECSB-TCH1-676271-1998	Neri, Isolde S.	Teacher I – 11/8	Teacher II – 12/1
OSEC-DECSB-TCH1-679345-1998	Pasco, Rona B.	Teacher I – 11/2	Teacher III – 13/1
OSEC-DECSB-TCH2-660221-2014	Mabao, Bavilyn C.	Teacher II – 12/3	Teacher III – 13/1
OSEC-DECSB-TCH2-664227-1998	Zayas, Edith V.	Teacher II – 12/6	Teacher III – 13/1
Kindergarten			
OSEC-DECSB-TCH1-662845-2012	Augusto, Romeladona J.	Teacher I – 11/3	Teacher III – 13/1
OSEC-DECSB-TCH1-662882-2012	Gales, Gertrudes A.	Teacher I – 11/3	Teacher III – 13/1

Congratulation!!!

JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent

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Requirements for RECLASS

USE LONG BROWN FOLDER (paste printed full name on the empty space at the side of the folder - FAMILY NAME, FIRST NAME, MIDDLE NAME)

DIVISION SET	CSC SET
(To be clipped as a SET and labeled with DepEd MisOr Set)	(To be clipped as a SET and labeled with CSC Set)
(With Table of Contents)	(WITHOUT Table of Contents)
Both SETS must be CLIPPED inside the folder	
a. 1 copy of REVISED 2017 ORIGINAL and NOTARIZED (by lawyer/mayor) HANDWRITTEN /COMPUTERIZED Personal Data Sheet (PDS) with latest passport size picture and attached WORK EXPERIENCE SHEET (downloadable from www.depedmisor.com - attachment to CS Form 212)	1 copy of REVISED 2017 ORIGINAL and NOTARIZED (by lawyer/mayor) HANDWRITTEN /COMPUTERIZED Personal Data Sheet (PDS) with latest passport size picture and attached WORK EXPERIENCE SHEET (downloadable from www.depedmisor.com - attachment to CS Form 212)
b. 1 Copy PRC License (with ORIGINAL authentication by PRC and must be VALID at least 6 months)	1 Copy PRC License (with ORIGINAL authentication by PRC and must be VALID at least 6 months)
c. 1 Copy Report of Rating (with ORIGINAL authentication by PRC)	1 Copy Report of Rating (with ORIGINAL authentication by PRC)
d.1 Copy ORIGINAL Position Description Form (Back-to-Back) (Download DBM-CSC Form No. 1)	1 Copy ORIGINAL Position Description Form (Back-to-Back) (Download DBM-CSC Form No. 1)
e. 2 ORIGINAL Copies of duly signed Oath of Office (Download CS Form No. 32 REVISED 2018)	1 ORIGINAL Copy of duly signed Oath of Office (Download CS Form No. 32 REVISED 2018)
f. 2 Copies ORIGINAL Certificate of Assumption to Duty	1 Copy ORIGINAL Certificate of Assumption to Duty
g. 1 Copy Transcript of Records (authenticated by the school registrar of the school where you graduated)	
h. 1 Copy Updated Service Record (Prescribed Division Template)	
i.1 Copy Latest Appointment	
j.1 Copy of NOSCA (for IUS only)	

Note:

1. Please comply all requirements in **ONE FOLDER ONLY** before submission. (Refer above for the arrangement)
2. **DO NOT STAPLE YOUR DOCUMENTS. INSTEAD, USE A BINDER CLIP.**
3. Oath of Office must be signed by ANY of the following: Regional Director, Governor, Mayor, or Punong Barangay (Republic Act No. 10755)
4. Certificate of Assumption to Duty must be signed by the School Head/Principal (to be submitted in 3 ORIGINAL COPIES)
5. PDS should be fully accomplished - do not leave any blank. Write N/A if not applicable.
6. **ONLY COMPLETE DOCUMENTS SHALL BE ENTERTAINED.**
7. Forms can be downloaded at www.depedmisor.com > downloadables > forms > CSC Forms Revised 2018 for Appointment

HRM Office/cgt



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