



Republic of the Philippines  
**Department of Education**  
REGION X  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

**Office of the Schools Division Superintendent**

April 29, 2024

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. 1002024-03-006, to wit:

No.	Unique Item Number	Name of Incumbent	Position Title - Salary Grade/Step	
<b>ELEMENTARY EDUCATION</b>				
1	OSEC-DECSB-SPET1-660011-2016	Abella, Marie Nieve Burias	SPET-I - 14/2	SPET-II - 15/1
2	OSEC-DECSB-TCH2-660063-2021	Oyao, Rechel Cabalda	Teacher II - 12/1	Teacher III - 13/1
3	OSEC-DECSB-TCH2-660149-2020	Guarda, Marlyn Madroñal	Teacher II - 12/1	Teacher III - 13/1
4	OSEC-DECSB-TCH2-660152-2020	Almonicar, Ellen Rosado	Teacher II - 12/1	Teacher III - 13/1
5	OSEC-DECSB-TCH2-660154-2020	Lumapay, Linamer Mabayo	Teacher II - 12/1	Teacher III - 13/1
6	OSEC-DECSB-TCH2-660178-2010	Echeveria, Ma. Elaine T	Teacher II - 12/1	Teacher III - 13/1
7	OSEC-DECSB-TCH2-660184-2010	Roldan, Arcelie Almada	Teacher II - 12/4	Teacher III - 13/1
8	OSEC-DECSB-TCH2-660224-2014	Dadang, Orville Bacor	Teacher II - 12/3	Teacher III - 13/1
9	OSEC-DECSB-TCH2-660235-2020	Damaulao, Paz Pombo	Teacher II - 12/1	Teacher III - 13/1
10	OSEC-DECSB-TCH2-660241-2020	Figuracion, Marites Suarez	Teacher II - 12/1	Teacher III - 13/1
11	OSEC-DECSB-TCH2-660805-2016	Resuma, Alma Tuñacao	Teacher II - 12/2	Teacher III - 13/1
12	OSEC-DECSB-TCH2-661529-2017	Tañajora, Oliva Libot	Teacher II - 12/1	Teacher III - 13/1
13	OSEC-DECSB-TCH2-662505-1998	Lecias, Julie Dairo	Teacher II - 12/1	Teacher III - 13/1
14	OSEC-DECSB-TCH2-662531-1998	Dahilan, Liza Nacua	Teacher II - 12/4	Teacher III - 13/1
15	OSEC-DECSB-TCH2-663815-1998	Dagoc, Loteshmae Nacawili	Teacher II - 12/1	Teacher III - 13/1
16	OSEC-DECSB-TCH2-663865-1998	Nabong, Christeline C	Teacher II - 12/1	Teacher III - 13/1
17	OSEC-DECSB-TCH2-663871-1998	Balaba, Michelle Bagares	Teacher II - 12/1	Teacher III - 13/1
18	OSEC-DECSB-TCH2-663931-1998	Tagalogon, Lina Dadang	Teacher II - 12/2	Teacher III - 13/1
19	OSEC-DECSB-TCH2-663934-1998	Nacario, Lynne Maglangit	Teacher II - 12/1	Teacher III - 13/1
20	OSEC-DECSB-TCH2-663944-1998	Jo, Rachel Castillo	Teacher II - 12/1	Teacher III - 13/1
21	OSEC-DECSB-TCH2-663965-1998	Babiera, Racquel Ladera	Teacher II - 12/1	Teacher III - 13/1
22	OSEC-DECSB-TCH2-664072-1998	Labrador, Bernadith M	Teacher II - 12/4	Teacher III - 13/1
23	OSEC-DECSB-TCH2-664082-1998	Sasa, Kristine Camacho	Teacher II - 12/2	Teacher III - 13/1
24	OSEC-DECSB-TCH2-664096-1998	Roa, Arlene Magallanes	Teacher II - 12/6	Teacher III - 13/1
25	OSEC-DECSB-TCH2-664160-1998	Aboc, Evelyn Valmoria	Teacher II - 12/5	Teacher III - 13/1
26	OSEC-DECSB-TCH2-664183-1998	Pecasales, Daisy Mangubat	Teacher II - 12/1	Teacher III - 13/1
27	OSEC-DECSB-TCH2-664259-1998	Baja, Elton Boholst	Teacher II - 12/1	Teacher III - 13/1
28	OSEC-DECSB-TCH1-660001-2023	Odchigue, Anneliz Reyes	Teacher I - 11/4	Teacher III - 13/1
29	OSEC-DECSB-TCH1-660015-2009	Galarrita, Honey Claire B	Teacher I - 11/1	Teacher III - 13/1
30	OSEC-DECSB-TCH1-660122-2001	Cabugsa, Shelleine S	Teacher I - 11/6	Teacher III - 13/1
31	OSEC-DECSB-TCH1-660251-2002	Puasan, Olive Dablio	Teacher I - 11/6	Teacher III - 13/1
32	OSEC-DECSB-TCH1-660261-2002	Casino, Imelda Badal	Teacher I - 11/7	Teacher II - 12/1
33	OSEC-DECSB-TCH1-660265-2008	Cabatingan, Franklin Labis	Teacher I - 11/5	Teacher III - 13/1
34	OSEC-DECSB-TCH1-660266-2002	Cerilla, Xenny Sanchez	Teacher I - 11/6	Teacher II - 12/1



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net) | Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)





Republic of the Philippines  
**Department of Education**

REGION X

**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

No.	Unique Item Number	Name of Incumbent	Position Title - Salary Grade/Step	
35	OSEC-DECSB-TCH1-660282-2002	Reponte, Demetria Caseres	Teacher I - 11/6	Teacher II - 12/1
36	OSEC-DECSB-TCH1-660288-2002	Tagud, Roselier Pabayo	Teacher I - 11/7	Teacher III - 13/1
37	OSEC-DECSB-TCH1-660301-2002	Ilajas, Jucelle May Amado	Teacher I - 11/7	Teacher III - 13/1
38	OSEC-DECSB-TCH1-660427-2016	Bahian, Daphne Jane V	Teacher I - 11/2	Teacher III - 13/1
39	OSEC-DECSB-TCH1-660447-2016	Suazo, Kathay Macababat	Teacher I - 11/2	Teacher III - 13/1
40	OSEC-DECSB-TCH1-660454-2012	Neri, Glendel Bendanillo	Teacher I - 11/4	Teacher III - 13/1
41	OSEC-DECSB-TCH1-660469-2016	Abecia, Van Gee Reyes	Teacher I - 11/3	Teacher III - 13/1
42	OSEC-DECSB-TCH1-660470-2012	Digal, Cherry Mae Fabre	Teacher I - 11/1	Teacher III - 13/1
43	OSEC-DECSB-TCH1-660481-2016	Quinto, Maricel Tion	Teacher I - 11/3	Teacher II - 12/1
44	OSEC-DECSB-TCH1-660489-2016	Sabellita, Joelyn Jaranilla	Teacher I - 11/3	Teacher III - 13/1
45	OSEC-DECSB-TCH1-660554-2016	Quinquino, Teofegel Gacus	Teacher I - 11/2	Teacher III - 13/1
46	OSEC-DECSB-TCH1-660556-2016	Tacbobo, Reywin Margin	Teacher I - 11/2	Teacher III - 13/1
47	OSEC-DECSB-TCH1-660562-2016	Barangan, Jodelyn Billena	Teacher I - 11/2	Teacher III - 13/1
48	OSEC-DECSB-TCH1-660575-2016	Pabecca, Maricar Bolo	Teacher I - 11/2	Teacher III - 13/1
49	OSEC-DECSB-TCH1-660591-2016	Layon, Mary Claire Montejo	Teacher I - 11/3	Teacher III - 13/1
50	OSEC-DECSB-TCH1-660769-2011	Mancolintas, Josie Calam	Teacher I - 11/4	Teacher III - 13/1
51	OSEC-DECSB-TCH1-660883-2017	Apdian, Jerrylyn Campaña	Teacher I - 11/2	Teacher III - 13/1
52	OSEC-DECSB-TCH1-660915-2017	Caayaman, Lynchie B	Teacher I - 11/2	Teacher II - 12/1
53	OSEC-DECSB-TCH1-660917-2017	Japos, Jeysel De La Cerna	Teacher I - 11/2	Teacher III - 13/1
54	OSEC-DECSB-TCH1-660920-2017	Boter, Nelpaul Maamo	Teacher I - 11/2	Teacher II - 12/1
55	OSEC-DECSB-TCH1-660943-2017	Amahan, Sharne C	Teacher I - 11/2	Teacher III - 13/1
56	OSEC-DECSB-TCH1-660984-2017	Gumagay, Leyteme C	Teacher I - 11/2	Teacher III - 13/1
57	OSEC-DECSB-TCH1-661011-2017	Pamisa, Charemy Apple T	Teacher I - 11/2	Teacher II - 12/1
58	OSEC-DECSB-TCH1-661015-2014	Rivera, Jati Ranara	Teacher I - 11/3	Teacher III - 13/1
59	OSEC-DECSB-TCH1-661020-2014	Zamayla, Marife Delaraga	Teacher I - 11/3	Teacher III - 13/1
60	OSEC-DECSB-TCH1-661072-2014	Aguirre, Michelle Rafinan	Teacher I - 11/3	Teacher II - 12/1
61	OSEC-DECSB-TCH1-661077-2014	Labis, Edwina Japona	Teacher I - 11/2	Teacher II - 12/1
62	OSEC-DECSB-TCH1-661306-2015	Oro, Edielyn Buton	Teacher I - 11/3	Teacher III - 13/1
63	OSEC-DECSB-TCH1-661314-2015	Casiño, Grendelle Charmis	Teacher I - 11/3	Teacher II - 12/1
64	OSEC-DECSB-TCH1-661328-2015	Zamayla, Rey Sabuclalao	Teacher I - 11/2	Teacher III - 13/1
65	OSEC-DECSB-TCH1-661357-2015	Abaday, Arnold Macalaguig	Teacher I - 11/3	Teacher II - 12/1
66	OSEC-DECSB-TCH1-661364-2015	Nagac, Caroline Sarah B	Teacher I - 11/3	Teacher III - 13/1
67	OSEC-DECSB-TCH1-661404-2015	Pepito, Carla May Caytor	Teacher I - 11/3	Teacher III - 13/1
68	OSEC-DECSB-TCH1-661408-2015	Buncog, Lyndie Grace	Teacher I - 11/3	Teacher III - 13/1
69	OSEC-DECSB-TCH1-661544-2016	Roxas, Charesse Ann P	Teacher I - 11/2	Teacher III - 13/1
70	OSEC-DECSB-TCH1-661555-2016	Sareno, Theresa Anne D	Teacher I - 11/2	Teacher III - 13/1
71	OSEC-DECSB-TCH1-661642-2018	Coro, Venice Buna	Teacher I - 11/2	Teacher III - 13/1
72	OSEC-DECSB-TCH1-661655-2018	Oco, Krystelle Sweet C	Teacher I - 11/2	Teacher III - 13/1
73	OSEC-DECSB-TCH1-661663-2015	Balabag, Vanessa Teatro	Teacher I - 11/3	Teacher III - 13/1
74	OSEC-DECSB-TCH1-661669-2018	Managbanag, Janice R	Teacher I - 11/2	Teacher II - 12/1
75	OSEC-DECSB-TCH1-661690-2018	Timbal, Harjolin Dahilog	Teacher I - 11/1	Teacher III - 13/1
76	OSEC-DECSB-TCH1-661691-2015	Escabarte, Mary Grace C	Teacher I - 11/3	Teacher III - 13/1



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net) | Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
REGION X  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

No.	Unique Item Number	Name of Incumbent	Position Title - Salary Grade/Step	
77	OSEC-DECSB-TCH1-661707-2015	Tupag, Harrison Cagalawan	Teacher I - 11/3	Teacher III - 13/1
78	OSEC-DECSB-TCH1-661716-2015	Pabalolot, Leslie Lacaya	Teacher I - 11/3	Teacher III - 13/1
79	OSEC-DECSB-TCH1-661728-2015	Alimpos, Megalyn	Teacher I - 11/3	Teacher III - 13/1
80	OSEC-DECSB-TCH1-661730-2015	Cagampang, Pauline Erika V	Teacher I - 11/3	Teacher III - 13/1
81	OSEC-DECSB-TCH1-661763-2018	Colim, Pvdavie Nalang	Teacher I - 11/2	Teacher III - 13/1
82	OSEC-DECSB-TCH1-661781-2018	Damasing, Irish Mae Dahan	Teacher I - 11/2	Teacher III - 13/1
83	OSEC-DECSB-TCH1-661804-2018	Tutor, Lani Bangcong	Teacher I - 11/2	Teacher III - 13/1
84	OSEC-DECSB-TCH1-661894-2018	Teves, Ergel Omongos	Teacher I - 11/2	Teacher III - 13/1
85	OSEC-DECSB-TCH1-661904-2018	Abalde, Genesis Dalapo	Teacher I - 11/2	Teacher II - 12/1
86	OSEC-DECSB-TCH1-662560-2012	Gonzaga, Ryan Samijon	Teacher I - 11/4	Teacher II - 12/1
87	OSEC-DECSB-TCH1-662599-2012	Ledesma, Kiesalley Neaden	Teacher I - 11/4	Teacher II - 12/1
88	OSEC-DECSB-TCH1-662618-2012	Janubas, Cliff Vincent	Teacher I - 11/4	Teacher III - 13/1
89	OSEC-DECSB-TCH1-662635-2012	Peralta, Christian Ray S	Teacher I - 11/4	Teacher III - 13/1
90	OSEC-DECSB-TCH1-662647-2012	Almiñe, Ahmie Lou Cataluna	Teacher I - 11/4	Teacher III - 13/1
91	OSEC-DECSB-TCH1-662685-2012	Tayanes, Azmaveth Billo	Teacher I - 11/4	Teacher III - 13/1
92	OSEC-DECSB-TCH1-662696-2012	Pojas, Maria Teresa Geroy	Teacher I - 11/4	Teacher III - 13/1
93	OSEC-DECSB-TCH1-674996-1998	Vasallo, Jecriz Pamisa	Teacher I - 11/4	Teacher III - 13/1
94	OSEC-DECSB-TCH1-675048-1998	Yuana, Alma Baylo	Teacher I - 11/6	Teacher II - 12/1
95	OSEC-DECSB-TCH1-675142-1998	Torreco, Lolita Ambonglay	Teacher I - 11/6	Teacher III - 13/1
96	OSEC-DECSB-TCH1-675337-1998	Tagud, Maricel Abarquez	Teacher I - 11/4	Teacher III - 13/1
97	OSEC-DECSB-TCH1-675358-1998	Salvo, Marydel Comendador	Teacher I - 11/7	Teacher II - 12/1
98	OSEC-DECSB-TCH1-675389-1998	Fabre, Jocelyn Banlas	Teacher I - 11/8	Teacher II - 12/1
99	OSEC-DECSB-TCH1-675511-1998	Zambrano, Jocelyn Aclan	Teacher I - 11/8	Teacher II - 12/1
100	OSEC-DECSB-TCH1-675558-1998	Quidet, Nora Cagas	Teacher I - 11/7	Teacher II - 12/1
101	OSEC-DECSB-TCH1-675576-1998	Alburo, Leodibeth Bagcat	Teacher I - 11/6	Teacher III - 13/1
102	OSEC-DECSB-TCH1-675586-1998	Sacabin, Judith Bahian	Teacher I - 11/5	Teacher III - 13/1
103	OSEC-DECSB-TCH1-675723-1998	Mara, Luzminda Jamaca	Teacher I - 11/5	Teacher III - 13/1
104	OSEC-DECSB-TCH1-675755-1998	Briones, Revalyn Joy Acut	Teacher I - 11/3	Teacher III - 13/1
105	OSEC-DECSB-TCH1-675758-1998	Omandam, Noli Villaroza	Teacher I - 11/7	Teacher II - 12/1
106	OSEC-DECSB-TCH1-675777-1998	Cabanilla, Fe Villanueva	Teacher I - 11/4	Teacher III - 13/1
107	OSEC-DECSB-TCH1-675832-1998	Icayan, Susan Hojas	Teacher I - 11/8	Teacher III - 13/1
108	OSEC-DECSB-TCH1-675894-1998	Igbalic, Decerie Lanzaderas	Teacher I - 11/8	Teacher II - 12/1
109	OSEC-DECSB-TCH1-675917-1998	Eyana, Cielo Pallo	Teacher I - 11/6	Teacher III - 13/1
110	OSEC-DECSB-TCH1-675942-1998	Virtudazo, Victor Galabo	Teacher I - 11/3	Teacher III - 13/1
111	OSEC-DECSB-TCH1-676015-1998	Casino, Josephine Badal	Teacher I - 11/8	Teacher II - 12/1
112	OSEC-DECSB-TCH1-676076-1998	Rañedo, Rizaly Gamayon	Teacher I - 11/4	Teacher III - 13/1
113	OSEC-DECSB-TCH1-676135-1998	Olario, Rainville Pajamutan	Teacher I - 11/8	Teacher II - 12/1
114	OSEC-DECSB-TCH1-676172-1998	Ruelan, Lillian Taray	Teacher I - 11/3	Teacher III - 13/1
115	OSEC-DECSB-TCH1-676228-1998	Luna, Joy Naelga	Teacher I - 11/6	Teacher II - 12/1
116	OSEC-DECSB-TCH1-676245-1998	Gamalo, Elsa Tagotongan	Teacher I - 11/6	Teacher III - 13/1
117	OSEC-DECSB-TCH1-676261-1998	Viernes, Auxillum Galgo	Teacher I - 11/5	Teacher III - 13/1
118	OSEC-DECSB-TCH1-676281-1998	Salapang, Maria Corina I	Teacher I - 11/6	Teacher III - 13/1



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net) | Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)

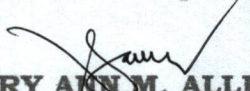





Republic of the Philippines  
**Department of Education**  
REGION X  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

No.	Unique Item Number	Name of Incumbent	Position Title - Salary Grade/Step	
119	OSEC-DECSB-TCH1-676306-1998	Villagracia, Randy Dago-Oc	Teacher I - 11/4	Teacher III - 13/1
120	OSEC-DECSB-TCH1-679743-1998	Tingabngab, Lucila Pabelic	Teacher I - 11/5	Teacher III - 13/1
121	OSEC-DECSB-TCH1-680149-1998	Anonat, Teresita Cabisada	Teacher I - 11/8	Teacher II - 12/1
122	OSEC-DECSB-TCH1-680754-1998	Aquilam, Mery Flor R	Teacher I - 11/3	Teacher III - 13/1
123	OSEC-DECSB-TCH1-680792-1998	Padua, Annielyn Cortes	Teacher I - 11/3	Teacher III - 13/1
124	OSEC-DECSB-TCH1-680808-1998	Vacalares, Godofredo D	Teacher I - 11/5	Teacher III - 13/1
125	OSEC-DECSB-TCH1-681123-1998	Salinas, Peter Jane Bongo	Teacher I - 11/3	Teacher III - 13/1
126	OSEC-DECSB-TCH1-681250-1998	Salise, Jacqueline Rivalal	Teacher I - 11/8	Teacher II - 12/1
127	OSEC-DECSB-TCH1-681267-1998	Joromat, Marichu Sabit	Teacher I - 11/8	Teacher II - 12/1
128	OSEC-DECSB-TCH1-681275-1998	Baculio, Rosemarie Altera	Teacher I - 11/8	Teacher II - 12/1
<b>KINDERGARTEN EDUCATION</b>				
1	OSEC-DECSB-TCH2-660102-2021	Salazar, Jenette Segovia	Teacher II - 12/1	Teacher III - 13/1
2	OSEC-DECSB-TCH2-660358-2019	Dua, Rennel Jane Cultura	Teacher II - 12/2	Teacher III - 13/1
3	OSEC-DECSB-TCH1-662739-2012	Delos Angeles, Vebina D	Teacher I - 11/4	Teacher III - 13/1
4	OSEC-DECSB-TCH1-662759-2012	Estologa, Jenne Mindoro	Teacher I - 11/4	Teacher III - 13/1
5	OSEC-DECSB-TCH1-662785-2012	Baraquia, Amy Uayan	Teacher I - 11/4	Teacher III - 13/1
6	OSEC-DECSB-TCH1-662867-2012	Obejero, Jecholea Pabroa	Teacher I - 11/3	Teacher III - 13/1
7	OSEC-DECSB-TCH1-662870-2012	Mendez, Sheryl Taruc	Teacher I - 11/4	Teacher II - 12/1
8	OSEC-DECSB-TCH1-662873-2012	Filipino, Jocel Mabayo	Teacher I - 11/4	Teacher II - 12/1

**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent

  
**MARY ANN M. ALLERA**

Assistant Schools Division Superintendent  
Officer-In-charge

 Office of the Schools Division Superintendent



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net) | Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)





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

**Requirements for RECLASSIFICATION (TEACHING POSITIONS)**

**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 stapled as a SET and labeled with DepEd MisOr Set)	(to be stapled as a SET and labeled with CSC Set)
(WITHOUT Tabbing & Table of Contents)	(WITHOUT Tabbing & Table of Contents)
<b>Both SETS must be CLIPPED inside the folder (use one clip binder)</b>	
a. 1 Copy of <b>REVISED 2017 ORIGINAL and NOTARIZED (by lawyer/mayor) HANDWRITTEN /COMPUTERIZED Personal Data Sheet(PDS)</b> with latest passport size picture and attached	1 Copy of <b>REVISED 2017 ORIGINAL and NOTARIZED (by lawyer/mayor) HANDWRITTEN /COMPUTERIZED Personal Data Sheet(PDS)</b> with latest passport size picture
b. <b>WORK EXPERIENCE SHEET</b>	<b>WORK EXPERIENCE SHEET</b>
c. 1 Copy Valid PRC License ( <b>ORIGINAL</b> authenticated/certified by PRC)	1 Copy Valid PRC License ( <b>ORIGINAL</b> authenticated/ certified by PRC)
d. 1 Copy Report of Rating ( <b>ORIGINAL</b> authenticated/certified by PRC)	1 Copy Report of Rating ( <b>ORIGINAL</b> authenticated/certified by PRC)
e. 1 Copy <b>ORIGINAL</b> Position Description Form (Back-to-Back)	1 Copy <b>ORIGINAL</b> Position Description Form (Back-to-Back)
f. 2 Copies <b>ORIGINAL</b> Oath of Office	1 Copy <b>ORIGINAL</b> Oath of Office
g. 2 Copies <b>ORIGINAL</b> Certificate of Assumption to Duty	1 Copy <b>ORIGINAL</b> Certificate of Assumption to Duty
h. 1 Copy Transcript of Records including <b>units earned in Master's degree, if any (ORIGINAL</b> authenticated by the school registrar of the school where you graduated)	
i. 1 Copy Updated Service Record	
j. 1 Copy of latest appointment ( <b>ORIGINAL</b> authenticated/certified by School Principal)	

**Note:**

1. There are two sets of documents but please comply all requirements in **ONE FOLDER ONLY**. (Refer above for the arrangement)
2. All photocopied documents must be certified/authenticated by its source agency/office/company.
3. Sign the back portion of the PDF. Include complete name.
4. Certificate of Assumption to Duty must be signed by the School Head/Principal (to be submitted in 3 ORIGINAL COPIES) - **LEAVE BLANK ALL DATE ENTRIES**.
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 **bit.ly/ReclassReq**



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Tel. Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)

