



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

**Office of the School Division
Superintendent**

December 7, 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. 1002022-11-044 and 1002022-11-031, respectively to wit

| Unique Item Number | Name of Incumbent | Position Title – Salary Grade/Step | |
|-----------------------------|-----------------------|------------------------------------|----------------------------|
| NOSCA SN 1002022-11-044 | | | |
| Jasaan NHS | | | |
| OSEC-DECSB-TCH3-660294-2010 | Cagata, Bernadette N. | Teacher III – 13/3 | Master Teacher I – SG 18/1 |
| NOSCA SN 1002022-11-031 | | | |
| OSEC-DECSB-TCH2-664910-1998 | Salas, Josephine S. | Teacher II – 12/2 | Teacher III – 13/1 |
| Nothing follows | | | |

Congratulation!!!

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

©mta



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
Email: misamis.oriental@deped.gov.ph



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 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF MISAMIS ORIENTAL

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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