



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

**Office of the School Division
 Superintendent**

December 9, 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. 1002022-11-045, to wit

Unique Item Number	Name of Incumbent	Position Title – Salary Grade/Step	
NOSCA SN 1002022-11-045			
ELEMENTARY		FROM	TO
1. OSEC-DECSB-TCH3-660164-2017	Saarenas, Zosilit M.	Teacher III – 13/2	Master Teacher I – SG 18/1
2. OSEC-DECSB-TCH3-660207-2012	Bagolbol, Chona	Teacher III – 13/4	Master Teacher I - SG 18/1
3. OSEC-DECSB-TCH1-681224-1998	Pondulan, Melda A.	Teacher I – 11/8	Teacher III – 13/1
4. OSEC-DECSB-TCH1-679375-1998	Bodiongan, Jenelyn B.	Teacher I – 11/2	Teacher III – 13/1
5. OSEC-DECSB-TCH1-662652-2012	Bongcayao, Catherine Y.	Teacher I – 11/3	Teacher III – 13/1
6. OSEC-DECSB-TCH1-660442-2012	Quince, Ana Robe B.	Teacher I – 11/3	Teacher III – 13/1
7. OSEC-DECSB-TCH2-660074-2021	Juliada, Katherine Sue V.	Teacher II – 12/1	Teacher III – 13/1
8. OSEC-DECSB-TCH2-660343-2019	Cagalawan, Ma-an Z.	Teacher II – 12/1	Teacher III – 13/1
9. OSEC-DECSB-TCH2-660354-2019	Mortola, Erika Kristina C.	Teacher II – 12/1	Teacher III – 13/1
10. OSEC-DECSB-TCH1-661323-2015	Mariano, Irene O.	Teacher I – 11/2	Teacher II – 12/1
11. OSEC-DECSB-TCH1-675968-1998	Villarosa, Genevieve C.	Teacher I – 11/4	Teacher II – 12/1
12. OSEC-DECSB-TCH1-675187-1998	Villarosa, Mark Anthony	Teacher I – 11/6	Teacher III – 13/1
13. OSEC-DECSB-TCH1-675382-1998	Putis, Joanne Mary M.	Teacher I – 11/4	Teacher II – 12/1
14. OSEC-DECSB-TCH2-664225-1998	Velarde, GERALYN A.	Teacher II – 12/1	Teacher III – 13/1
15. OSEC-DECSB-TCH1-675827-1998	Absin, Rosaelminda C.	Teacher I – 11/5	Teacher III – 13/1
16. OSEC-DECSB-TCH1-661315-2015	De la Torre, Rodel R.	Teacher I – 11/3	Teacher III – 13/1
17. OSEC-DECSB-TCH1-661684-2015	Vaughn, Evelyn T.	Teacher I – 11/2	Teacher III – 13/1
18. OSEC-DECSB-TCH1-675356-1998	Hallazgo, Myrel C.	Teacher I – 11/3	Teacher III – 13/1
19. OSEC-DECSB-TCH1-675925-1998	Romero, Juhnaly A.	Teacher I – 11/2	Teacher III – 13/1
20. OSEC-DECSB-TCH1-660953-2017	Bernalte, Keziah C.	Teacher I – 11/2	Teacher III – 13/1
21. OSEC-DECSB-TCH1-660958-2017	Zia, Merlene R.	Teacher I – 11/2	Teacher III – 13/1
22. OSEC-DECSB-TCH1-660446-2016	Ebajay, Ruvie P.	Teacher I – 11/2	Teacher III – 13/1
23. OSEC-DECSB-TCH1-661359-2015	De la Cruz, Christie Joy V.	Teacher I – 11/3	Teacher III – 13/1
24. OSEC-DECSB-TCH1-676011-1998	Mabelin, Cheryl J.	Teacher I – 11/3	Teacher III – 13/1
25. OSEC-DECSB-TCH2-660072-2005	Sabuga, Princess Darling	Teacher II – 12/1	Teacher III – 13/1
26. OSEC-DECSB-TCH1-675436-1998	Odo, Gina Corazon T.	Teacher I – 11/8	Teacher II – 12/1
27. OSEC-DECSB-TCH1-660488-2012	Buna, Joji Mae L.	Teacher I – 11/3	Teacher III – 13/1
28. OSEC-DECSB-TCH2-660310-2019	Ladica, Rosenel R.	Teacher II – 12/1	Teacher III – 13/1
29. OSEC-DECSB-TCH1-660163-2011	Mulo, Arlia L.	Teacher I – 11/2	Teacher III – 13/1
30. OSEC-DECSB-TCH1-660505-2012	Lansang, Corsine P.	Teacher I – 11/3	Teacher III – 13/1
31. OSEC-DECSB-TCH1-662629-2012	Miranda, Janel C.	Teacher I – 11/3	Teacher III – 13/1
32. OSEC-DECSB-TCH1-676078-1998	Salindo, Jessiever C.	Teacher I – 11/4	Teacher III – 13/1
33. OSEC-DECSB-TCH1-675083-1998	Ligtas, Vanessa R.	Teacher I – 11/4	Teacher III – 13/1
34. OSEC-DECSB-TCH1-662617-2012	Tagalogon, Jeson D.	Teacher I – 11/3	Teacher III – 13/1
35. OSEC-DECSB-TCH1-676006-1998	Basa, Carmelina M.	Teacher I – 11/2	Teacher III – 13/1
36. OSEC-DECSB-TCH2-660233-2014	Tribujeña, Marlyn G.	Teacher II – 12/3	Teacher III – 13/1
37. OSEC-DECSB-TCH1-660020-2009	Ampo, Janelyn J.	Teacher I – 11/2	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
 Email: misamis.oriental@deped.gov.ph



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

38. OSEC-DECSB-TCH1-661335-2015	Ramos, Rodeysa B.	Teacher I – 11/3	Teacher III – 13/1
39. OSEC-DECSB-TCH2-660323-2019	Icaonapo, Daisy D.	Teacher II – 12/1	Teacher III – 13/1
40. OSEC-DECSB-TCH2-664052-1998	Abao, Lourdes Y.	Teacher II – 12/1	Teacher III – 13/1
41. OSEC-DECSB-TCH1-660493-2016	Rulete, Von Michelle Aide	Teacher I – 11/2	Teacher III – 13/1
42. OSEC-DECSB-TCH1-681262-1998	Enterina, Marina Q.	Teacher I - 11/8	Teacher II – 12/1
43. OSEC-DECSB-TCH1-660881-2017	Juliada, Dette Cyrille B.	Teacher I – 11/2	Teacher III – 13/1
44. OSEC-DECSB-TCH1-675313-1998	Antigbao, Silverio Jr. S.	Teacher I – 11/2	Teacher III – 13/1
45. OSEC-DECSB-TCH2-664014-1998	Gundran, Marjorie M.	Teacher II – 12/5	Teacher III – 13/1
46. OSEC-DECSB-TCH1-675030-1998	Valdehueza, Florderita R.	Teacher I – 11/5	Teacher III – 13/1
47. OSEC-DECSB-TCH1-676335-1998	Tagle, Daisy Mae C.	Teacher I – 11/2	Teacher III – 13/1
48. OSEC-DECSB-TCH1-660438-2016	Corimo, Roldan H.	Teacher I – 11/1	Teacher III – 13/1
49. OSEC-DECSB-TCH1-660465-2012	Caliao, Ivy C.	Teacher I – 11/3	Teacher III – 13/1
50. OSEC-DECSB-TCH1-661396-2015	Hontiveros, Ara Dyan N.	Teacher I – 11/3	Teacher III – 13/1
KINDERGARTEN			
51. OSEC-DECSB-TCH1-662820-2012	Perez, Eujemar M.	Teacher I – 11/3	Teacher III – 13/1
52. OSEC-DECSB-TCH1-662886-2012	Flores, Juliet T.	Teacher I – 11/3	Teacher III – 13/1

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



Republic of the Philippines
Department of Education
 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



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
 Email: misamis.oriental@deped.gov.ph

BE MORE
 Bringing Excellence by Maintaining and Optimizing Resources in Education