



REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF BUDGET AND MANAGEMENT  
 REGION X



October 21, 2019

**SCHOOLS DIVISION SUPERINTENDENT RANDOLPH B. TORTOLA**

Department of Education Region X - Division of Misamis Oriental  
 Don Apolinar Velez St., Cagayan de Oro City, Misamis Oriental

Dear **Superintendent Tortola:**

Based on the regional allocation of the lump sum appropriation of DepEd-ROX under PAP 310400100011000, page 304 of R.A. No. 11260 (FY 2019 GAA : Volume 115, No. 17) and the evaluation of the submitted pertinent documents supporting the request, we hereby approve the reclassification of positions of the Division of Misamis Oriental (Elementary Education), as follows:

Unique Item No.	Incumbent	From	To
TCH3-660066-2004	Aparri, Valeriana L.	Teacher III	Master Teacher I
TCH3-660174-2012	Cantero, Maria Emilia S.	Teacher III	Master Teacher I
TCH3-660206-2012	Manuta, Emelyn A.	Teacher III	Master Teacher I
TCH3-663708-1998	Setier, Edith P.	Teacher III	Master Teacher I

The reclassification of positions was duly verified and found to be in accordance with existing DBM/DepEd guidelines.

Attached is the Notice of Organization, Staffing and Compensation Action (NOSCA) No. 1002019-10-016 with effectivity date on October 17, 2019.

Notwithstanding the NOSCA issued, the adjusted salary grade and rate of the reclassified positions shall be in accordance with National Budget Circular No. 575 dated March 25, 2019.

Please take note that in line with CSC rules and regulations, the reclassification herein approved shall take effect not earlier than the date of appointment to the reclassified positions.

Please be guided accordingly.

Very truly yours,

  
**RUDYLIA C. PARREL, CESO IV**  
 OIC-Regional Director

Encl.: a/s

cc: The Regional Director  
 DepEd-Regional Office X

The Director  
 CSC Field Office-Misamis Oriental

**PLEASE SUBMIT THE FOLLOWING:**

<b>Requirements for RECLASS (Elementary, Junior High School and Senior High School)</b>	
<b>USE LONG BROWN FOLDER</b> (paste printed full name on the empty space at the side of the folder - FAMILY NAME, FIRST NAME, MIDDLE NAME)	
<b>DIVISION COPY</b> (fastened at top front of the folder) atubangan (With Tabbing & Table of Contents)	<b>CSC COPY</b> (fastened inside right the folder) (WITHOUT Tabbing & Table of Contents)
a. 2 copies 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 <a href="http://www.depedmisor.net">www.depedmisor.net</a> - attachment to CS Form 212)	2 copies 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 <a href="http://www.depedmisor.net">www.depedmisor.net</a> - attachment to CS Form 212)
b. 1 Copy PRC License (ORIGINAL authenticated/certified by PRC)	2 Copies PRC License (ORIGINAL authenticated/certified by PRC)
c. 1 Copy Report of Rating (ORIGINAL authenticated/certified by PRC)	2 Copies Report of Rating (ORIGINAL authenticated/certified by PRC)
d. 1 Copy ORIGINAL Position Description Form (Back-to-Back) (Download DBM-CSC Form No. 1)	2 Copies ORIGINAL Position Description Form (Back-to-Back) (Download DBM-CSC Form No. 1)
e. 2 Copies REVISED 2018 ORIGINAL Oath of Office (Download CS Form No. 32)	1 Copy REVISED 2018 ORIGINAL Oath of Office
f. 2 Copies ORIGINAL Certificate of Assumption to Duty (Download CS Form No. 4)	2 Copies ORIGINAL Certificate of Assumption to Duty
g. 1 Copy Transcript of Records (authenticated by the school registrar of the school where you graduated)	1 Copy Transcript of Records (authenticated by the school registrar of the school where you graduated)
h. 1 Copy Updated Service Record	1 Copy Updated Service Record
i. 1 Copy Latest Appointment	1 Copy of NOSCA (for IUS only)
j. 1 Copy of NOSCA (for IUS only)	
Note: 1. Please comply all requirements in <b>ONE FOLDER ONLY</b> before submission. (Refer above for the arrangement)	
2. Tabbing according to the table of contents (a-j), shall be at the bottom of the documents.	
3. Other photocopied documents must be authenticated/certified by the principal or school head.	
4. Certificate of Assumption to Duty must be signed by the School Head/Principal (to be submitted in 4 ORIGINAL COPIES)	
5. Oath of Office is to be signed by the Schools Division Superintendent	
6. PDS should be fully accomplished - do not leave any blank. Write <u>N/A</u> if not applicable.	
7. <b>ONLY COMPLETE DOCUMENTS SHALL BE ENTERTAINED.</b>	
8. Forms can be downloaded at <a href="http://www.depedmisor.net">www.depedmisor.net</a> > downloadables > forms > CSC Forms Revised 2018 for Appointment	