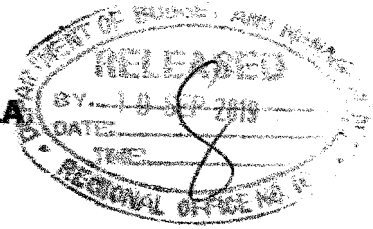


REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION X

September 19, 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 implementation of the Equivalent Record Forms (ERFs) of the Division of Misamis Oriental (Secondary Education) per Annex A hereof.

The approval and implementation of the ERFs and reclassification of positions were 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. 1002019-09-007 dated September 19, 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
OIC-Regional Director

Encl: a/s

cc: The Regional Director
DepEd-Regional Office X

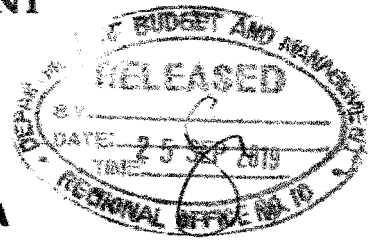
The Director
CSC Field Office-Misamis Oriental

List of Reclassified Positions per MOSCA No. 1002019-09-007 dated September 19, 2019

No.	Secondary School	Unique Item Number	Name of Incumbent	Position - Salary Grade/Step	
				From	To
1	APOSKAHOY NHS	TCH1-6814472-2015	SUPREMO, SHERLYN V.	TCH1 - 11/3	TCH3 - 13/1
2	BALIWANGAN NHS	TCH1-662898-2012	ABOY, LELY I.	TCH1 - 11/2	TCH3 - 13/1
3	BOBONTUGAN NHS	TCH1-676453-1998	PAMPLONA, ANNA	TCH1 - 11/4	TCH3 - 13/1
4	DAMPIL NHS	TCH2-690789-2016	YHAPON, CRESELDA M.	TCH2 - 12/1	TCH3 - 13/1
5	DR. GERARDO SABAL MEMORIAL NHS	TCH1-680354-2007	ZATE, MARYBEE C.	TCH1 - 11/4	TCH2 - 12/1
6	DR. GERARDO SABAL MEMORIAL NHS	TCH1-679674-1998	CABELTES, CHERRY MEH V.	TCH1 - 11/3	TCH2 - 12/1
7	DR. GERARDO SABAL MEMORIAL NHS	TCH1-679678-1998	TANGKIHAV, FLORENCE P.	TCH1 - 11/5	TCH3 - 13/1
8	ESPERANZA NHS	TCH2-660125-1999	UAYAN, ALMA S.	TCH2 - 12/3	TCH3 - 13/1
9	HINAPLANAN NHS	TCH2-660252-2014	BAYUDO, CONNIE JAY J.	TCH2 - 12/1	TCH3 - 13/1
10	HINAPLANAN NHS	TCH2-664950-1998	ZABALLERO, LOIDA J.	TCH2 - 12/2	TCH3 - 13/1
11	HINAPLANAN NHS	TCH1-663016-2012	ADUBAL, RAMIL F.	TCH1 - 11/3	TCH3 - 13/1
12	HINAPLANAN NHS	TCH1-678620-1998	MOLINA, FLORANTE N.	TCH1 - 11/7	TCH2 - 12/1
13	(NOBULAN (PUNGA GUE) NHS	TCH1-661452-2015	RABONGUE, ODETTE D.	TCH1 - 11/2	TCH3 - 13/1
14	KIBUNGSOD NHS	TCH2-660126-1999	TAUSA, ZUZETTE N.	TCH2 - 12/1	TCH3 - 13/1
15	KIBUNGSOD NHS	TCH1-678600-1998	LLAGSA, MORINA S.	TCH1 - 11/7	TCH2 - 12/1
16	KIBUNGSOD NHS	TCH1-678612-1998	MINERVA, LEONARDO J.	TCH1 - 11/7	TCH2 - 12/1
17	KIBUNGSOD NHS	TCH1-680818-1998	ROSALES, JESSIE S.	TCH1 - 11/8	TCH3 - 13/1
18	LUGAIT NHS	TCH1-678662-1998	JAMPT, ELSA O.	TCH1 - 11/4	TCH3 - 13/1
19	LUGAIT NHS	TCH1-678687-1998	BESAS, IRIS JANE L.	TCH1 - 11/4	TCH2 - 12/1
20	LUGAIT NHS	TCH1-678671-1998	GALAMITON, JOEL C.	TCH1 - 11/8	TCH2 - 12/1
21	LUGAIT NHS	TCH1-678674-1998	JALINA, CANDELARIO H.	TCH1 - 11/7	TCH3 - 13/1
22	LUGAIT NHS	TCH1-678678-1998	ESTENZO, EVA D.	TCH1 - 11/6	TCH2 - 12/1
23	MAANTANGAL NHS	TCH1-678698-1998	UCAT, MALOU C.	TCH1 - 11/1	TCH3 - 13/1
24	MAANTANGAL NHS	TCH1-663033-2012	ACUT, JUNPEL U.	TCH1 - 11/2	TCH3 - 13/1
25	MAANTANGAL NHS	TCH1-678612-1998	FABRICANTE, JOYCELYN E.	TCH1 - 11/6	TCH2 - 12/1
26	MAANTICAO NHS	TCH1-660553-2012	DACAYANA, KRISTINE ANNI I.	TCH1 - 11/2	TCH3 - 13/1
27	MAANTICAO NHS	TCH1-660813-2011	SERVANO, JULET BLANCH F.	TCH1 - 11/3	TCH3 - 13/1
28	MAANTICAO NHS	TCH1-660614-2011	SUGANO, GRETIELOU L.	TCH1 - 11/3	TCH3 - 13/1
29	MISAMIS ORIENTAL NHS	TCH2-660244-2014	PAJARON, JEMIE P.	TCH2 - 12/2	TCH3 - 13/1
30	MISAMIS ORIENTAL NHS	TCH1-678600-1998	TABAMO, DORIS T.	TCH1 - 11/8	TCH2 - 12/1
31	MISAMIS ORIENTAL NHS	TCH1-678691-1998	CASINO, JAREN V.	TCH1 - 11/3	TCH3 - 13/1
32	NAAWAN NHS	TCH2-660253-2014	GORRES, JONAY D.	TCH2 - 12/2	TCH3 - 13/1
33	NAAWAN NHS	TCH2-660254-2014	LANGALA, RICKY D.	TCH2 - 12/1	TCH3 - 13/1
34	NAAWAN NHS	TCH2-660796-2016	ESCABAL, CHRISTIAN PHILIP G.	TCH2 - 12/1	TCH3 - 13/1
35	TALISAYAN NHS (MIS. OR. NHS)	TCH1-678619-1998	LEGASPI, LEONICAR SIPALAY	TCH1 - 11/4	TCH3 - 13/1
36	PATROCINIO NHS	TCH1-661093-2014	FLORES, JENNEFER ALIA	TCH1 - 11/2	TCH3 - 13/1
37	(BALINGASAG)	TCH1-660373-2011	ILAJAS, ZIMAR A.	TCH1 - 11/3	TCH2 - 12/1
38	ROSARIO NHS (BALINGASAG)	TCH1-662916-2012	RECAMADAS, NOVA M.	TCH1 - 11/2	TCH2 - 12/1
39	SAN SIDRO NHS	TCH1-660119-2010	TAGALO, TERESITA B.	TCH1 - 11/4	TCH3 - 13/1
40	STA. INES NHS	TCH1-662984-2012	PANGAN, BROOKE WISHELLE A.	TCH1 - 11/2	TCH3 - 13/1
41	TAMBORBONG-BALACAVAS NHS	TCH1-661522-2015	SAJONIA, JENNY M.	TCH1 - 11/2	TCH3 - 13/1
42	TAMBORBONG-BALACAVAS NHS	TCH1-661524-2015	MOS, WILMA C.	TCH1 - 11/6	TCH2 - 12/1
43	VILLANUEVA NHS	TCH1-660856-2011	GOMEZ, JOEMAR	TCH1 - 11/3	TCH3 - 13/1
44	VILLANUEVA NHS	TCH1-669227-2012	REGULAR, MARIE LOUISE MAY B.	TCH1 - 11/2	TCH2 - 12/1
45	SENIOR HIGH SCHOOL	TCH2-661045-2017	BLANE, AELYN R.	TCH2 - 12/1	TCH3 - 13/1
46	JASAAAN NHS	TCH1-661147-2014	VIRTUDAZO, RUBILEE G.	TCH1 - 11/2	TCH3 - 13/1
47	JASAAAN NHS	TCH1-676559-1998	ABSIN, ALPIE GLEN C.	TCH1 - 11/3	TCH3 - 13/1
48	JASAAAN NHS	TCH1-676661-1998	CUABO, QUEENIE M.	TCH1 - 11/6	TCH3 - 13/1
49	TAGOLOAN NIGHT NHS	TCH2-660051-2005	SERVALES, ANGELO S.	TCH2 - 12/5	TCH3 - 13/1
50	TAGOLOAN NIGHT NHS	TCH1-677006-1998	SALARDA, ALLAN N.	TCH1 - 11/7	TCH2 - 12/1
51	TAGOLOAN NIGHT NHS	TCH1-677012-1998	HAMBRE, MA. THERESA U.	TCH1 - 11/8	TCH2 - 12/1
52	TAGOLOAN NIGHT NHS	TCH1-677021-1998	LIPIBA, GERMA L.	TCH1 - 11/8	TCH2 - 12/1
53	TAGOLOAN NIGHT NHS	TCH1-677038-1998	MAESTRADO, JENNEFER A.	TCH1 - 11/6	TCH2 - 12/1
54	TAGOLOAN NIGHT NHS	TCH1-677042-1998	SAMBAAN, SONIA S.	TCH1 - 11/8	TCH3 - 13/1
55	TAGOLOAN NIGHT NHS	TCH1-677061-1998	CASTIL, MARIA FE O.	TCH1 - 11/8	TCH2 - 12/1
56	TAGOLOAN NIGHT NHS	TCH1-677062-1998	MACION, ANITA T.	TCH1 - 11/6	TCH2 - 12/1



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION X



September 25, 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
TCH3-660066-2007	Abragan, Raysel F.	Teacher III	Master Teacher I
TCH3-660068-2007	Abucejo, Gina Ana Mylene G.	Teacher III	Master Teacher I
TCH3-660075-2001	Cartilla, Mario H.	Teacher III	Master Teacher I
TCH3-660298-2010	Ponferrada, Ruth S.	Teacher III	Master Teacher I
TCH3-660313-2010	Estoque, Elizabeth E.	Teacher III	Master Teacher I
TCH3-660331-2010	Abao, Denia M.	Teacher III	Master Teacher I
TCH3-660628-2016	Mehino, Alvin Q.	Teacher III	Master Teacher I
TCH3-660637-2016	Gonzales, Lakambini May T.	Teacher III	Master Teacher I
TCH3-660698-2014	Quitos, Marilou O.	Teacher III	Master Teacher I
TCH3-660702-2014	Cagas, Anna Liza T.	Teacher III	Master Teacher I
TCH3-660717-2014	Balingit, Chereilyn B.	Teacher III	Master Teacher I
TCH3-660777-2014	Virador, Florencio Jr. A.	Teacher III	Master Teacher I
TCH3-662408-1998	Agbu, Cheral A.	Teacher III	Master Teacher I
TCH3-662409-1998	Adelan, Josephine O.	Teacher III	Master Teacher I
TCH3-663591-1998	Saclote, Juvy J.	Teacher III	Master Teacher I
TCH3-663636-1998	Gabe, Julieta C.	Teacher III	Master Teacher I
TCH3-663724-1998	Tedlos, Amy Y.	Teacher III	Master Teacher I
TCH3-663735-1998	Que-e, Risa Mae P.	Teacher III	Master Teacher I
TCH3-663753-1998	Paglinawan, Joseph S.	Teacher III	Master Teacher I
TCH3-664482-1998	Mapa, Lou A.	Teacher III	Master Teacher I

The reclassification of positions were 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. 1002019-09-021 dated September 25, 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 The Director
 DepEd-Regional Office X CSC Field Office-Misamis Oriental

PLEASE SUBMIT THE FOLLOWING :

Requirements for RECLASS (Elementary, Junior High School and Senior High School)	
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 COPY	CSC COPY
(fastened at top front of the folder) atubangan	(fastened inside right the folder)
(With Tabbing & Table of Contents)	(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 www.depedmisor.net - 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 www.depedmisor.net - 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)	2 Copies ORIGINAL Position Description Form (Back-to-Back)
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)
j. 1 Copy of NOSCA (for IUS)	

Note: 1. Please comply all requirements in ONE FOLDER ONLY 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 N/A if not applicable.
 7. ONLY COMPLETE DOCUMENTS SHALL BE ENTERTAINED.
 8. Forms can be downloaded at www.depedmisor.net > downloadables > forms > CSC Forms Revised 2018 for Appointment