



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

**Office of the School Division
Superintendent**

November 10, 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. 1002022-11-002 and 1002022-11-003, respectively to wit

Unique Item Number	Name of Incumbent	Position Title – Salary Grade/Step	
NOSCA SN 1002022-11-002			
M.O.G.C.H.S.			
OSEC-DECSB-TCH1-661370-2017	Mariano, Louella Jean B.	Teacher I-11/2	Teacher III-13/1
OSEC-DECSB-TCH1-663179-2012	Quider, Ronnel G.	Teacher I-11/4	Teacher II-12/1
OSEC-DECSB-TCH1-676858-1998	Valdez, Sheralyn	Teacher I-11/5	Teacher III-13/1
NOSCA SN 1002022-11-003			
SUGBONGCOGON NHS			
OSEC-DECSB-TCH1-677005-1998	Cagampang, Chyrille Gayle	Teacher I-11/2	Teacher III-13/1
Nothing follows			

Congratulation!!!

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

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 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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