



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

Office of the School Division
Superintendent

January 25, 2023

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. 1002023-01-014, to wit:

Unique Item Number	Name of Incumbent	Position Title – Salary Grade/Step	
Elementary Education			
OSEC-DECSB-TCH1-662614-2012	Lacasan, Christopher Bryan T.	Teacher I – 11/3	Teacher III – 13/1
OSEC-DECSB-TCH1-662694-2012	Casiño, Maria Louiela S.	Teacher I – 11/3	Teacher III – 13/1
OSEC-DECSB-TCH1-675087-1998	Asupan, Doris C.	Teacher I – 11/6	Teacher III – 13/1
OSEC-DECSB-TCH1-675839-1998	Estorgio, Jocelyn S.	Teacher I – 11/8	Teacher II – 12/1
Kindergarten			
OSEC-DECSB-TCH1-662808-2012	Bagabaldo, Lotis G.	Teacher I – 11/3	Teacher II – 12/1
Baliwagan NHS			
OSEC-DECSB-TCH3-660072-1999	Abao, Clemente Jr. M.	Teacher III – 13/2	Head Teacher I – 14/1
Mantangale NHS			
OSEC-DECSB-TCH3-660110-2001	Jimenez, Emma Q.	Teacher III – 13/3	Head Teacher I – 14/1
Sta. Ines NHS			
OSEC-DECSB-TCH3-660837-2014	Zulita, Jevmar Ian L.	Teacher III – 13/3	Head Teacher I – 14/1
Tagoloan NHS			
OSEC-DECSB-HTEACH1-660016-2010	Quejada, Eleuterio Jr. G.	Head Teacher I – 14/2	Head Teacher II – 15/1

Congratulation!!!

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

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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

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 Bringing Excellence by Maximizing and Optimizing Resources in Education

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		ELEMENTARY TEACHER III			
2. ITEM NUMBER		3. SALARY GRADE			
		SG 13			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
N/A <input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
Department of Education			Department of Education		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
Division of Misamis Oriental					
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
GAA FY 2023 VOL. 1-A	GAA FY 2022 VOL. 1-A	P 31,320.00	P 2,000.00		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
Principal			Public Schools District Supervisor		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
N/A			N/A		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
<i>Computer, laptop, cellphone</i>					
17a. Internal		Occasional	Frequent	17b. External	
Executive / Managerial Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>
Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	<input type="checkbox"/>
18. WORKING CONDITION					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Teaching - learning process, initiates community involvement, monitors and evaluates learners' progress					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Teaching

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor in Elementary Education or Bachelor's Degree Plus 18 Professional Units in Education	2 years relevant experience	None Required	RA 1080 (Teacher)

21e. Core Competencies	Competency Level
N/A	N/A

21f. Leadership Competencies	Competency Level
N/A	N/A

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	N/A
30%	<i>Facilitates learning in the elementary schools through functional lesson plans, daily log activities and appropriate, adequate and updated instruction materials (print and non-print)</i>	
30%	<i>Monitors, assesses, and evaluates pupils'/students' progress</i>	
30%	<i>Updates parents on pupils'/students' progress regularly</i>	
10%	<i>Does other related works</i>	
100%		

23. ACKNOWLEDGMENT AND ACCEPTANCE:

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

JONATHAN S. DELA PEÑA, Ph.D., CESO V

Employee's Name, Date and Signature	Supervisor's Name, Date and Signature
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Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		ELEMENTARY TEACHER II			
2. ITEM NUMBER		3. SALARY GRADE			
		SG 12			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
N/A <input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE			
Department of Education		Department of Education			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK			
Division of Misamis Oriental					
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
GAA FY 2023 VOL 1-A	GAA FY 2022 VOL 1-A	P 29,165.00	P 2,000.00		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
Principal		Public Schools District Supervisor			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE		ITEM NUMBER			
N/A		N/A			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
<i>Computer, laptop, chalk, printer</i>					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
		Occasional	Frequent	Occasional	Frequent
Executive / Managerial Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	
Non-Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	
Staff		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify): _____	
18. WORKING CONDITION					
Office Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
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Teaching - learning process, initiates community involvement, monitors and evaluates learners' progress					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Teaching

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor in Elementary Education or Bachelor's Degree Plus 18 Professional Units in Education	1 year relevant experience	None Required	RA 1080 (Teacher)
21e. Core Competencies			Competency Level
N/A			N/A
21f. Leadership Competencies			Competency Level
N/A			N/A

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
30%	Facilitates learning in the elementary schools through functional lesson plans, daily log activities and appropriate, adequate and updated instruction materials (print and non-print)	N/A
30%	Monitors, assesses, and evaluates pupils'/students' progress	
30%	Updates parents on pupils'/students' progress regularly	
10%	Does other related works	
100%		

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JONATHAN S. DELA PEÑA, Ph.D., CESO V

Employee's Name, Date and Signature

Supervisor's Name, Date and Signature