

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

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TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 30, 2026

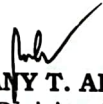
DIVISION MEMORANDUM

No. 545 s. 2026

SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR APPOINTMENT OF PERSONNEL WITH RECLASSIFIED POSITIONS UNDER THE EXPANDED CAREER PROGRESSION (BATCH 6) AND UNDER THE PREVIOUS GUIDELINES

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs and Personnel
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Notice of Organization, Staffing and Compensation Action (NOSCA) Numbers 0502026-04-013, 0502026-01-124 and 0502025-12-129 issued by the Department of Budget and Management, all newly reclassified personnel are hereby directed to accomplish the documentary requirements for appointment.
2. The list of teachers and school administrators' documentary requirements and schedule of submission are attached as Enclosure No. 1 and 2 to this memorandum.
3. The School/District Committee on the Checking of Documentary Requirements shall ensure the correct filling out of the Personal Data Sheet (CS Form 212), other forms and the completeness of all required documents.
5. Documents shall be submitted personally by the appointee to the SDO-Personnel Section. They must strictly follow the scheduled date of submission; otherwise, they will not be accommodated. It is understood that all documents have been duly checked and verified by the committee prior to submission at the SDO.
6. For information, immediate and wide dissemination, guidance and compliance.


MA. JEANY T. ABAYON

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 545 s. 2026

LIST OF PERSONNEL WITH NEWLY RECLASSIFIED POSITIONS

No.	Name	From	To	School/District	Schedule of Submission
1	Sorreda, Allan A.	School Principal II	School Principal IV	Virac North	May 11, 2026- (Monday) 10AM to 11AM
2	Carpio, Analyn P.	School Principal II	School Principal IV	Virac South	
3	Soriao, Rita G.	School Principal II	School Principal IV	Virac North	
4	Alcantara, Timmy T.	School Principal II	School Principal IV	Bato East	
5	Surban, Francis G.	School Principal II	School Principal IV	San Andres East	
6	Lopez, Minnie I.	School Principal II	School Principal IV	Bagamanoc North	
7	Magdaraog, Clarissa G.	School Principal II	School Principal IV	Viga East	
8	Tabor, Jane C.	School Principal II	School Principal IV	Virac South	
9	Narit, Nelson T.	School Principal II	School Principal IV	Tubli NHS	
10	Sarmiento, Edgar T.	School Principal II	School Principal IV	Calatagan HS (SHS)	
11	Camano, Cynthia	Head Teacher I	Head Teacher II	Virac South	
12	Villegas, Maria Teresa C.	Teacher III	Teacher VI	Panganiban	May 11, 2026- (Monday) 1:30PM to 3:00PM
13	Soneja Robert S.	Teacher III	Teacher VI	San Andres West	
14	Tabuzo, Jeany V.	Teacher III	Teacher VI	San Andres East	
15	Lazaro, Belen T.	Teacher III	Teacher VI	San Andres West	
16	Lopez, Mylene T.	Teacher III	Teacher VI	Bagamanoc North	
17	Duena, Levy M.	Teacher III	Teacher VI	San Andres West	
18	Santelices, Willy C.	Teacher III	Teacher VI	San Andres East	
19	Templonuevo, Maribel E.	Teacher III	Teacher VI	Bagamanoc South	
20	Temena, Neiyen T.	Teacher III	Teacher VI	Bato East	
21	Magdahong, Connie L.	Teacher III	Teacher VI	Caramoran South	
22	Fernandez, Mia V.	Teacher III	Teacher VI	Bagamanoc North	
23	Leonardo, Rotchen T.	Teacher III	Teacher VI	San Miguel South	
24	Torrado, Shiela O.	Teacher III	Teacher VI	Virac South	
25	Rodriguez, Jhoanna S.	Teacher III	Teacher VI	Caramoran North	
26	Vicente, Josephine P.	Teacher III	Teacher VI	Panganiban	
27	Romero, Roan S.	Teacher III	Teacher VI	Virac North	
28	Cabab, Sheila DB.	Teacher III	Teacher VI	Virac South	
29	Callos, Ar-jay D.	Teacher III	Teacher VI	Virac North	
30	Vargas, Josenia T.	Teacher III	Teacher VI	Virac North	
31	Templonuevo, Clariza G.	Teacher III	Teacher VI	Viga West	
32	Sales, Perla T.	Teacher III	Teacher VI	San Andres East	
33	Soledad, Elpidio V.	Teacher III	Teacher VI	Bagamanoc South	
34	Interno, Ma. Shiela I.	Teacher III	Teacher VI	Pandan West	
35	Limpangog, Kristine P.	Teacher III	Teacher VI	Viga East	
36	Rodriguez, Joy L.	Teacher III	Teacher VI	Caramoran North	
37	Gurrobat, Veronica	Master Teacher I	Master Teacher II	Catanduanes NHS	
38	Tablizo, Noemi Xoyen	Master Teacher I	Master Teacher II		



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Enclosure No. 2 to Division Memorandum No. 545, s. 2026

**DOCUMENTARY REQUIREMENTS FOR APPOINTMENT
 (RECLASSIFICATION FOR TEACHING POSITION)**

Name: _____ Level: Elem ___ JHS ___ SHS ___
 Reclassified Position: _____ School: _____
 District: _____

DIRECTIONS:

- All documents must be placed in a LONG-SIZE WHITE Folder and follow the arrangement of documents on this checklist.
- Punch documents and fastened at the TOP CENTER of the folder.
- Forms can be downloaded at https://bit.ly/Appointment_Forms

		Place a check if the required documents are present		
FOLDER 1 (CSC FILE)		No. of Copies	School/ District	SDO
a.	Original copy of sworn CS Form 212 (Revised 2025) – Personal Data Sheet (Computerized) with attached latest passport sized picture. PRINT ON A LONG BOND PAPER, BACK TO BACK Link: https://bit.ly/Appointment_Forms Note: signatories for PDS- Barangay Chairperson, Municipal Mayor, or a notary public	1		
b.	Original copy of Work Experience Sheet (Attachment to CS Form No. 212) (Must be Encoded) Link: https://bit.ly/Appointment_Forms	1		
c.	Clear copy of PRC License ID	1		
d.	Original copy of Verified PRC License ID thru PRC LERIS (System Generated) Link: https://online.prc.gov.ph/Verification	1		
e.	Original copies of CS Form No. 1 - Position Description Form – Revised 2017 (Duly Signed by the Immediate Head) PRINT ON A LONG BOND PAPER, BACK TO BACK Link: https://bit.ly/Appointment_Forms	3		
f.	Original copies of Panunumpa sa Katungkulan – Neribisa 2025 (Please don't fill in the Subscribed and Sworn Portion) PRINT ON A LONG BOND PAPER Link: https://bit.ly/Appointment_Forms	3		
g.	CS Form No. 4 (Certificate of Assumption to Duty – Revised 2025) PRINT ON A SHORT BOND PAPER -Leave the effectivity date and 3 rd paragraph blank Link: https://bit.ly/Appointment_Forms	8		
h.	Clear copy Certificate of Live of Birth issued by PSA	1		
i.	Clear copy of Marriage Certificate issued by PSA (for married female employee only)	1		
j.	Clear copy of relevant valid National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I (for SHS- TVL Track only)	1		



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		Place a check if the required documents are present		
FOLDER 2 (201 FILE)		No. of Copies	School/District	SDO
a.	Original copy of sworn CS Form 212 (Revised 2025) – Personal Data Sheet (Computerized) with attached latest passport sized picture. PRINT ON A LONG BOND PAPER, BACK TO BACK Link: https://bit.ly/Appointment_Forms Note: signatories for PDS- Barangay Chairperson, Municipal Mayor, or a notary public	1		
b.	Original copy of Work Experience Sheet (Attachment to CS Form No. 212) (Must be Encoded) Link: https://bit.ly/Appointment_Forms	1		
c.	Clear copy of PRC License ID	1		
d.	Original copy of Verified PRC License ID thru PRC LERIS (System Generated) https://online.prc.gov.ph/Verification	1		
e.	Clear copy of Official Transcript of Records	1		
f.	Original copy of Updated Service Record	1		
g.	Clear copy of IPCRF for the last rating period	1		
h.	Clear copy of last approved appointment	1		
i.	Clear copy Certificate of Live of Birth issued by PSA	1		
j.	Clear copy of Marriage Certificate issued by PSA (for married female employee only)	1		
k.	Clear copy of relevant valid National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I (for SHS- TVL Track only)	1		

Folder 1 & 2 Checked by:

Folder 1 & 2 Reviewed by:

(Administrative Officer or Personnel In-Charge of Checking)

(SDO-Personnel Section In-Charge)



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Enclosure No. 3 to Division Memorandum No. 545, s. 2026

**DOCUMENTARY REQUIREMENTS FOR APPOINTMENT
 (RECLASSIFICATION FOR SCHOOL ADMINISTRATION POSITION)**

Name: _____ Level: Elem ___ JHS ___
 Reclassified Position: _____ School: _____
 District: _____

DIRECTIONS:

- All documents must be placed in a LONG-SIZE WHITE Folder and follow the arrangement of documents on this checklist.
- Punch documents and fastened at the TOP CENTER of the folder.
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		Place a check if the required documents are present		
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c.	Clear copy of PRC License ID	1		
d.	Original copy of Verified PRC License ID thru PRC LERIS (System Generated) Link: https://online.prc.gov.ph/Verification	1		
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f.	Original copies of Panunumpa sa Katungkulan – Neribisa 2025 (Please don't fill in the Subscribed and Sworn Portion) PRINT ON A LONG BOND PAPER Link: https://bit.ly/Appointment_Forms	3		
g.	CS Form No. 4 (Certificate of Assumption to Duty – Revised 2025) PRINT ON A SHORT BOND PAPER -Leave the effectivity date and 3 rd paragraph blank Link: https://bit.ly/Appointment_Forms	8		
h.	Clear copy Certificate of Live of Birth issued by PSA	1		
i.	Clear copy of Marriage Certificate issued by PSA (for married female employee only)	1		



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g.	Clear copy of IPCRF for the last rating period	1		
h.	Clear copy of last approved appointment	1		
i.	Clear copy Certificate of Live of Birth issued by PSA	1		
j.	Clear copy of Marriage Certificate issued by PSA (for married female employee only)	1		
k.	Clear copy of Neuro Psychiatric Exam/Psychological Test (For Transfer/Head Teacher/School Principal Positions Only)	1		

Folder 1 & 2 Checked by:

Folder 1 & 2 Reviewed by:

 (Administrative Officer or Personnel In-Charge of Checking)

 (SDO-Personnel Section In-Charge)



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Enclosure No. 4 of Division Memorandum No. 545 s. 2026

COMMITTEE ON THE CHECKING OF DOCUMENTARY REQUIREMENTS

A. For Elementary (Per District)

Team Leader	Public Schools District Supervisor
Asst. Team Leader	Administrative Officer II of Central School
Members	All other Administrative Officers II of the District

B. For Secondary

- Junior High School & Senior High School of Implementing Units

Team Leader	School Head
Asst. Team Leader	Administrative Officer IV
Members	Administrative Officer II
	Other Non-teaching personnel

- Junior High School & Senior High School of Non-Implementing Units

Team Leader	School Head
Asst. Team Leader	Administrative Officer II
Members	Other Non-teaching personnel

**Secondary School with no AO II/AO IV or AO-Designate shall submit directly to the SDO-Personnel Section on the scheduled date.*

SDO PERSONNEL IN-CHARGE FOR THE REVIEW OF DOCUMENTARY REQUIREMENTS

Over-All Chair	Marichelle B. Llave	
Elementary	Team Leader	Mark Anthony U. Tabo
	Members	Cristy Ann F. Cardino Omar T. Urbano
Junior High School	Team Leader	Al Francis B. Mendez
	Members	Melody R. Taller Nimfa R. Arcilla
Senior High School	Team Leader	April A. Manderson
	Members	Jenelyn R. del Barrio Virgilio J. Molina Jr.



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