



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

January 14, 2026

DIVISION MEMORANDUM

No. 20, s. 2026

SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR APPOINTMENT OF TEACHING PERSONNEL WITH RECLASSIFIED POSITIONS UNDER THE EXPANDED CAREER PROGRESSION (BATCH 1)

To: Assistant Schools Division Superintendent
CID and SGOD Chief
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All others concerned

1. Pursuant to the Notice of Organization, Staffing, and Compensation Action (NOSCA) issued by the Department of Budget and Management dated 14 January 2026, attached herewith is the list of teaching personnel and related teaching personnel with reclassified positions under the Expanded Career Progression (ECP) (**Batch 1 – Partial**) (Annex A);
2. All personnel concerned in **Annex A** are hereby directed to prepare the complete and correct documentary requirements for appointment to their reclassified positions, in accordance with existing Civil Service Commission (CSC), Department of Education (DepEd), and other pertinent rules and regulations.

BLUE FOLDER (CSC FILE)	GREEN FOLDER (201 FILE)
1 copy - Photocopy of Approved ERF (except for HTs, MTs, and School Principals)	1 copy - Photocopy of Approved ERF (except for HTs, MTs, and School Principals)
2 copies - Accomplished CS Form No. 32 Revised 2025 (Oath of Office or Panunumpa ng Katungkulan)	1 copy - Photocopy of Last Approved Appointment
2 copies - Accomplished CS Form No. 212 Revised 2025 (PDS) notarized by a Public Attorney / Notary Public	1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC License
2 copies - Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC Certificate of Good Standing
1 copy - FOR PRC LICENSE HOLDERS: PRC License	1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC Certificate of Rating
1 copy - FOR PRC LICENSE HOLDERS: PRC Certificate of Good Standing	1 copy - Updated Service Record
1 copy - FOR PRC LICENSE HOLDERS: PRC Certificate of Rating	1 copy - Photocopy of the Latest Transcript of Records
2 copies - Accomplished CS Form No. 1, s. 2017 (Position Description Form)	1 copy - Complete IPCRF for the last three (3) rating period
2 copies - For School Heads: List of Employees directly supervised as attachment to the Position Description Form. The list shall include the position title and Plantilla item number.	1 copy - Photocopy of PSA Birth Certificate
1 copy - Latest Transcript of Records (authenticated by the School/Issuing Institution)	1 copy - Photocopy of the Latest SALN
1 copy - Authenticated copy of the PSA or LCR Marriage Contract, if applicable	1 copy - Photocopy of Certificate of Trainings Attended after the last date of previous appointment/ promotion
	1 copy - Photocopy of Awards and/or Commendations Received effective after the last date of previous appointment/ promotion





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3. To ensure the completeness and correctness of documentary requirements for submission to the Civil Service Commission (CSC), SDO Personnel will conduct an Orientation on the accomplishment of the pertinent papers for appointment on **January 17, 2025 (Saturday)**, 09:00 A.M, 3RD Floor, Bulwagan ng Karunungan, SDO Sorsogon Province, Balogo Complex, Sorsogon City.
4. All appointees are advised to download the following forms (soft copies) from CSC Official Website (<https://www.csc.gov.ph/2025-oraohra>) or from the SDO Office Website (<https://depedsorsogon.com.ph/Home/Forms>). Additionally, all appointees are required to bring the following during the orientation:
 - a. Laptop
 - b. Extension Cord (if any)
 - c. Black or Blue Ballpen
 - d. Correction Tape
 - e. 1 copy of duly Accomplished PDS (Not Notarized)
5. Batch 1 applicants consist of priority items identified by DepEd Central Office, particularly the reclassification of 90% of Teacher I positions held by retirement-eligible personnel and other teaching-related items. Furthermore, the Office is still awaiting the downloading of other Notices of Salary Change (NOSCAs) for Batch 1 applicants.
6. In preparation for the next phase, the Office shall transmit Batch 2 applications for ECP Reclassification on or before January 30, 2026 – consisting of more than 2,000 applications for TI to TVI, MT-I to MT-IV, P-I to P-IV and more than 100 applications for retitling of positions affected by the ECP.
7. Immediate dissemination, guidance and strict compliance with this Memorandum is hereby expected.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent





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ANNEX A

LIST OF TEACHING PERSONNEL AND RELATED TEACHING PERSONNEL WITH
RECLASSIFIED POSITIONS UNDER THE EXPANDED CAREER PROGRESSION (ECP)
(**BATCH 1 – PARTIAL**)

NAME OF INCUMBENT	POSITION FROM	POSITION TITLE TO
BONITE, GINA FORTEZA	T-I	T-III
BALLESTER, ERNESTO JR PLAZO	T-I	T-III
QUE, FERNANDO NUELAN	T-I	T-III
MATIAS, GINA DEANG	T-I	T-III
DELA ROSA, FEMAJAO	T-I	T-III
ACUNA, JENETTE ABITRIA	T-I	T-III
FEDERIO, NORMA ENGAY	T-II	T-III
ABAINZA, EDITHA EMBERGA	T-II	T-III
GLIBAN, GERRY GOTIS	T-I	T-IV
AQUINO, MA. ANA MANAGO	T-I	T-IV
FAJARDO, MARIA MELANIE GAVARRA	T-I	T-IV
DONGAOL, ADORA GARALDE	T-I	T-IV
GABIONZA, DAISY DERIT	T-I	T-IV
ASTILLERO, RODOLFO BUENAFLO	T-I	T-IV
MOHAMETANO, LYNDON GAUFO	T-I	T-IV
ABLITER, IMELDA VILLAMOR	T-I	T-IV
PALIMA, LOURDES ABRANTES	T-I	T-IV
CHAVEZ, SALVACION ASILO	T-I	T-IV
LOBRIGO, MARY ANN BENICARLO	T-I	T-IV
MAYORES, MANRICO CLEMENTE	T-I	T-IV
HACILDO, YOLANDA GEPULLE	T-I	T-IV
SALES, GINA BURTON	T-I	T-IV
CANTOMAYOR, HELEN GILLEGO	T-I	T-IV
BEN, LIEZL MAGDAMIT	T-I	T-IV
PIANA, MA ANA SINCUA	T-I	T-IV
DOPLOSO, CYNTHIA ZAMORA	T-I	T-IV
CADAG, JOVEN LAYVA	T-I	T-IV
PEÑA, MARLENE CANUEL	T-I	T-IV
DOROJA, DAISY BUENAOBRA	T-I	T-IV
GERANE, GEMMA MORATA	T-I	T-IV
SUPLITO, MERRIAM REGALA	T-II	T-IV
VILLAFUERTE, EMMANUEL JANABAN	T-II	T-IV
ZAMORA, ELSA LOPEZ	T-II	T-IV
DOGAOJO, JUANA ADMENDILLA	T-II	T-V
ATUTUBO, MERIAN MIRANDILLA	T-II	T-V
LOVENDINO, JOSYLENE BOMBITA	T-II	T-V
GOZO, WILFREDO HABITCHUELA	T-II	T-V
DOROJA, MA TERESA GREFALDO	T-II	T-V





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LADIMO, MA. VIRFE BUBAN	T-II	T-V
BINAMERA, NANCY ESPERANZATE	T-II	T-V
PALCONIT, NORMITA GIVERA	T-II	T-V
DETECIO, LORNA DOMALAON	T-II	T-V
JURADO, GINA BINALLA	T-II	T-V
GERNALE, HELEN AVENIR	T-II	T-V
PALIMA, MYRIAM GOMEZ	T-II	T-V
ARANDA, MARIETTA JANORAS	T-II	T-V
PRESADO, JENNY ARELLANO	T-II	T-V
GESTIADA, GLENDA DOGILLO	T-III	T-V
BALLESTEROS, HEIDE DOLANA	T-III	T-V
LLANILLO, MARITES AREVALO	T-III	T-V
SUPELANA, TEOFISTA FRANCE	T-III	T-V
LAURA, REMILDA MAGAS	T-II	T-V
ELDER, ROWENA PADO	T-II	T-V
LAROGA, EVANGELINA LASTRILLA	T-II	T-V
CANDANO, MARIA LOURDES GUIM	T-II	T-V
HALCON, NOVA ERLANO	T-II	T-V
BUNCHA, IRENE MADONNA CAUNCA	T-II	T-V
FRANCHE, LANI GAMIS	T-III	T-VI
BELARO, JON DEL VALLE	T-III	T-VI
MADRONERO, EVELYN PERDIZ	T-III	T-VI
ENCINARES, JUDITH ESCASINAS	T-III	T-VI
BAROLA, CHERRY VILLANUEVA	T-III	T-VI
SY, FE LORILLA	T-III	T-VI
DUPLOSO, LENY BRONDIAL	T-III	T-VI
BANAS, JINKY QUINTANA	T-III	T-VI
LAGUNILLA, ESTER DAZA	T-III	T-VI
SAQUIDO, JONIT ARNALDO	T-III	T-VI
LOBRIGO, EVELYN BAILON	T-III	T-VI
LLAMADO, RESTITUTA MACABENTA	T-III	T-VI
BANGHON, MELODY TERESITA LEDESMA	T-III	T-VI
SIBONGGA, EVA ESTAREJA	T-III	T-VI
HAYAGAN, MENETTE BONOS	T-III	T-VI
HENERA, GINA ESCAROS	T-III	T-VI
NAVARRO, MARILOU DIONEDA	T-III	T-VI
GILLEGO, SHARON GARALDE	T-III	T-VI
GONZALGO, MARIETA AMANTE	T-III	T-VI
HILOMA, EILEEN ATENCIO	T-III	T-VI
PONCE, ELENA CABARRIOS	T-III	T-VI
BAUTISTA, DIANA DAVID	T-III	T-VI
JERUS, GEMMA TOLOSA	T-III	T-VI
SARTE, DIGNA NAÑOZ	T-III	T-VI
DE LA PENA, EDNA ARCEGA	T-III	T-VI





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GUTLAY, ALEX GINO	T-III	T-VI
ENANO, PRUDENCIANA GLAIBO	T-III	T-VI
GUARDIAN, ALFONSO GARAIS	T-III	T-VI
CARILLA, MERLITA REBAMBA	T-III	T-VI
GALAROSA, FE FORTAJADA	T-III	T-VI
LISAY, JOCELYN DE LEON	T-III	T-VI
CAMATA, LENY LEVANTINO	T-III	T-VI
JANORAS, IMELDA GICARO	T-III	T-VI
LEGASPI, GIRLIE LEONCITO	T-III	T-VI
OLDEM, LORNA BANEGA	T-III	T-VI
MADRONA, SHIRLEY MABINI	T-III	T-VI
HUGO, MARIBEL MARVILLA	T-III	T-VI
SUNGA, ANA ELENA BARBIN	T-III	T-VI
HACUTINA, EVELYN BLANQUEZA	T-III	T-VI
CARRASCAL, MARLYN BON	T-III	T-VI
HADAP, HERMINA HAGOS	T-III	T-VI
TIMOTEO, RICA BUENAOBRA	T-III	T-VI
MENDARO, JOVELYN LAURA	T-III	T-VI
CONDA, ELSA FERATERO	T-III	T-VI
ESCULTURA, HIPOLITO JR DE PALMA	T-III	T-VI
ERGINA, HEIDE MAGALLANES	T-III	T-VI
BERENGUELA, CECILIA BURCE	T-III	T-VI
DOMINGO, MA CECILIA VALENCIANO	T-III	T-VI
BASQUIÑA, SHARON DERPO	T-III	T-VI
BUENAOBRA, EVA MAJAN	T-I	T-VI
HUENDA, FELICIANO JR DOGILLO	T-III	T-VI
SACIS, MERLY HALLIG	T-III	T-VI
DOLOTALLAS, LORENA MATUS	T-III	T-VI
SACLAUSA, ELIZABETH EBIO	T-III	T-VI
ENCINARES, IMELDA FULGAR	T-III	T-VI
DOMEGINA, GEVEY ERNEÑO	T-III	T-VI
ADRAO, MA. CLEOFE FLORANO	T-III	T-VI
TERRADO, ROCHELLE FAJANIL	T-III	T-VI
TABING, BERNADETTE GREFALDA	T-III	T-VI
DOLOT, NIMFA ESCANILLA	T-III	T-VI
MASAGCA, ANNIE JARABEJO	T-III	T-VI
ATANACIO, ALLAN FERCOL	T-III	T-VI
ADAO, MARILOU STA ANA	T-III	T-VI
GRACILLA, CHARITO HABAL	T-III	T-VI
DESACULA, MARIA LAGRIMAS ESPEDIDO	T-III	T-VI
GUILALAS, JEANNE GURAY	T-III	T-VI
BRIONES, JESUSA OMBAO	T-III	T-VI
AGUSTIN, JOSEFINA LERIO	T-III	T-VI
BARCARSE, DOROTEA ESQUILLO	T-III	T-VI



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FULO, MA CARMELA GREFALDEO	T-III	T-VI
DIVINA, ALLAN LOZANTA	T-III	T-VI
NICOLAS, ROSIE TAGUB	T-III	T-VI
ESPEJON, JOSECITA BUATIN	T-III	T-VI
BELLO, NUVE BARTOLATA	T-III	T-VI
NICOLAS, NERIZA ESQUEJO	T-III	T-VI
ESCOLANO, SHEILA ESQUIERRA	T-III	T-VI
MACADILDIG, MEMETRIA ENDRACA	T-III	T-VI
ESCUREL, TEODORA DELMONTE	T-III	T-VI
PADILLA, JENNY ESTRELLADO	T-III	T-VI
AÑONUEVO, MARIVIC ARIATE	ASP-2	P-II
GARDUQUE, JUVY FIDELSON	P-I	P-III
SALOMON, MA. FE MAQUINANA	P-I	P-III
ONTORIA, ARLENE BRIONES	P-I	P-III
LLANDELAR, ARNEL TALDE	P-I	P-III
ABEJURO, VIVIAN GAVARRA	P-I	P-III
LOPERA, DOMINGO JR ABARDO	P-I	P-III
DOLOSA, ROBERTO DELIMA	P-I	P-III
RIL, MA. EVELYN ESCANELA	P-I	P-III
FELICIANO, RHEA ALVARADO	P-I	P-III
LLANDELAR, AGNES ASIADO	P-I	P-III
DE GUZMAN, DENNIS ESBER	P-II	P-III
MATAVERDE, DENNIS ADRA	P-II	P-III
DEDASE, CRISTINA GESTIADA	P-II	P-III
SALONGA, LIZA DY	P-II	P-III
JERAO, JANE FRILLES	P-II	P-III
CHA, ABEGAIL MALANA	P-II	P-III
TAN, MARITES GARCIA	P-II	P-III
FERNANDO, ALMA BAYOCA	P-II	P-III
ENTERIA, DOMINGO HABLA	P-II	P-III
ESPALLARDO, FERMIN JR GAÑAS	P-II	P-III
PALLES, ELVIS SALVADOR	P-II	P-III
OBLIGAR, ELENOR MALLAPRE	P-III	P-IV
EBUENGA, JOSEPHINE CADAG	P-III	P-IV
DIÑO, IMELDA EPINO	P-III	P-IV
EVASCO, RODOLFO JR MARAVILLA	P-III	P-IV
GREFAL, LINY BENZON	P-III	P-IV
NANTIZA, GENELITA ARCOS	P-III	P-IV
REYMUNDO, GLORIA ESPEDIDO	P-III	P-IV
HUAB, GRACE IMELDA GALLON	P-III	P-IV
MANCION, ROWENA GREFALDA	P-III	P-IV

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