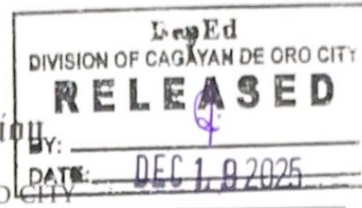




Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

19 Dec 2025

DIVISION MEMORANDUM
No. 1152 s.2025

SUBMISSION OF DOCUMENTARY REQUIREMENTS TO SUPPORT THE
APPOINTMENT FOR THE APPROVED RECLASSIFICATION OF ELEMENTARY
SCHOOL TEACHING POSITION – BATCH 1 PURSUANT TO EXPANDED CAREER
PROGRESSION SYSTEM

TO: Assistant Schools Division Superintendent
All Administrative Officer II
All Concerned
This Division

1. Please be informed that the Department of Budget and Management (DBM) has approved the implementation of the reclassification of the following partial teachers in Elementary School Teaching Position pursuant to Expanded Career Progression System to wit:

No.	NAME	SCHOOL	FROM	TO
1	AÑASCO, CLAIRE MARY LYN OLARTE	BAYABAS ELEMENTARY SCHOOL	TCH3	TCH6
2	BALBIDO, JOCELYN SORIANO	BAYABAS ELEMENTARY SCHOOL	TCH3	TCH6
3	BALTAZAR, CHRISTIE JACULBA	BAYABAS ELEMENTARY SCHOOL	TCH3	TCH6
4	JOSOL, JENNIROS SIATAN	BAYABAS ELEMENTARY SCHOOL	TCH3	TCH6
5	SALON, BABY LYN JALOVER	BAYABAS ELEMENTARY SCHOOL	TCH3	TCH6
6	EDADES, SOL PACALA	BAYANGA ELEMENTARY SCHOOL	TCH3	TCH6
7	GAHIT, NORMA CASINILLO	BONBON ELEMENTARY SCHOOL	TCH3	TCH6
8	LAURELIA, RAMIL RAAGAS	BONBON ELEMENTARY SCHOOL	TCH3	TCH6
9	SAYCON, MARY JUNE DUMAOG	BONBON ELEMENTARY SCHOOL	TCH3	TCH6
10	ESCOJEDO, ROSALIE HIFE	BONGBONGON ELEMENTARY SCHOOL	TCH3	TCH6
11	GARNICA, MARIA JOSEFA FIEL	BONGBONGON ELEMENTARY SCHOOL	TCH3	TCH6
12	MAGHUYOP, ROMELRITA LAPAY	BULUA CENTRAL SCHOOL	TCH3	TCH6
13	NERI, JUDITH OMAHOY	BULUA CENTRAL SCHOOL	TCH3	TCH6
14	CANETE, MARILYN LAGAS	BULUA CENTRAL SCHOOL	TCH3	TCH6
15	BONIAO, ANALIE MAAGAD	BULUA CENTRAL SCHOOL	TCH3	TCH6
16	SUMANDO, ROUSSELL PASIOS	BULUA CENTRAL SCHOOL	TCH3	TCH6
17	LUNA-AN, NENITA TAMPARONG	BULUA CENTRAL SCHOOL	TCH3	TCH6
18	GUZMANA, ELSA QUIETA	BULUA CENTRAL SCHOOL	TCH3	TCH6
19	MAG-AWAY, MICHAEL REY BAJUYO	BULUA CENTRAL SCHOOL	TCH3	TCH6
20	NANGKIL, MELISSA RIVAS	BULUA CENTRAL SCHOOL	TCH1	TCH3
21	ALJAS, WENCESIA OMAYAN	CAMP EVANGELISTA ELEMENTARY SCHOOL	TCH3	TCH6
22	ECHEMINADA, CHYRELL NEMENZO	CANITOAN ELEMENTARY SCHOOL	TCH3	TCH6
23	ESTRADA, KATIE GICAN	CANITOAN ELEMENTARY SCHOOL	TCH3	TCH6
24	PACTO, SARAH JANE SENARA	CANITOAN ELEMENTARY SCHOOL	TCH3	TCH6
25	CABILADAS, AILYN FAITH BALASUELA	CANITOAN ELEMENTARY SCHOOL	TCH1	TCH3
26	PALLUGNA, RIZA SABALDANA	DANSOLIHON ELEMENTARY SCHOOL	TCH3	TCH6
27	ANCIANO, RODELYS CAHAPON	FR. WILLIAM F. MASTERSON, SJ., ELEMENTARY SCHOOL	TCH3	TCH6
28	DELADA, ROSA PALLO	FR. WILLIAM F. MASTERSON, SJ., ELEMENTARY SCHOOL	TCH3	TCH4



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

Doc. Ref. Code	Rev
Effectivity	Page 1 of 2



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

29	ROMUALDO, MARIA ELENA TUMANDA	FR. WILLIAM F. MASTERSON, SJ, ELEMENTARY SCHOOL	TCH3	TCH5
30	QUIJADA, ELAINE GRACE MAGHUYOP	FR. WILLIAM F. MASTERSON, SJ, ELEMENTARY SCHOOL	TCH3	TCH6
31	BAUTIZADO, RIZEL BRUA	FR. WILLIAM F. MASTERSON, SJ, ELEMENTARY SCHOOL	TCH1	TCH3
32	ALLABA, MA JENITH ARAO-ARAO	FR. WILLIAM F. MASTERSON, SJ, ELEMENTARY SCHOOL	TCH1	TCH3
33	MAAGAD, ARACELI CULABA	IPONAN ELEMENTARY SCHOOL	TCH3	TCH5
34	BONGOLTO, ANNABELLE RAMOS	IPONAN ELEMENTARY SCHOOL	TCH3	TCH6
35	MERCADEJAS, HEDY EVANGELISTA	IPONAN ELEMENTARY SCHOOL	TCH3	TCH6
36	DAHONOG, JULIET SIALANA	IPONAN ELEMENTARY SCHOOL	TCH3	TCH6
37	TAN, CHRISTY REGUYA	IPONAN ELEMENTARY SCHOOL	TCH3	TCH6
38	SMITH, JAN IRENE PACANA	IPONAN ELEMENTARY SCHOOL	TCH3	TCH6
39	MADERAL, IRIS JADE FORTALEZA	KAUSWAGAN CENTRAL SCHOOL	TCH3	TCH6
40	UY, MARIA JONNA NABATLAO	KAUSWAGAN CENTRAL SCHOOL	TCH3	TCH6
41	COSCOS, CRISTAL ROLLORATA	KAUSWAGAN CENTRAL SCHOOL	TCH1	TCH3
42	RAGASAJO, MARIE TURA	LUMBIA CENTRAL SCHOOL	TCH3	TCH6
43	CARRASCO, MARY OLIVE OPORTO	LUMBIA CENTRAL SCHOOL	TCH3	TCH5
44	ACAYLAR, BEVERLY MECISAMENTE	LUMBIA CENTRAL SCHOOL	TCH1	TCH3
45	BAUTIZADO, RACHILE ANN PAGULON	MAMBUAYA ELEMENTARY SCHOOL	TCH3	TCH6
46	EHONG, DAHLIA MAY AISA	MAMBUAYA ELEMENTARY SCHOOL	TCH3	TCH6
47	MACABODBOD, LUZ LLANASA	PAGALUNGAN ELEMENTARY SCHOOL	TCH1	TCH4
48	MABUYAO, MONALIZA AUREO	PEDRO "OLOY" N. ROA, SR. ELEMENTARY SCHOOL	TCH3	TCH6
49	OGAO-OGAO, LORNA DELGADO	SACRED HEART VILLAGE ELEMENTARY SCHOOL	TCH3	TCH5
50	BUQUE, DAWN ANN ODOJAN	SACRED HEART VILLAGE ELEMENTARY SCHOOL	TCH1	TCH3
51	GALVEZ, CATHERINE TION	SACRED HEART VILLAGE ES - PHILIPPINE ISLAND KIDS INC.	TCH3	TCH6
52	BELDEROL, MARIA IRISH OLA	SACRED HEART VILLAGE ES - PHILIPPINE ISLAND KIDS INC.	TCH3	TCH6
53	GRANADA, SUZETTE FABRE	TAGPANGI ELEMENTARY SCHOOL	TCH1	TCH4
54	BAYANG, GINA HORTILANO	UPPER CARMEN ELEMENTARY SCHOOL	TCH3	TCH6
55	RESUELO, JESSICA TUDAS	UPPER CARMEN ELEMENTARY SCHOOL	TCH3	TCH6
56	JAPAY, ANA FE CORNEPILLO	UPPER CARMEN ELEMENTARY SCHOOL	TCH3	TCH6
57	HIDALGO, EDELYN JUYAD	UPPER TIGNAPOLOAN ELEMENTARY SCHOOL	TCH1	TCH6
58	BARON, DORIS BUTRA	WEST CITY CENTRAL SCHOOL	TCH3	TCH6
59	PEÑAZO, TERESITA ABUSO	WEST CITY CENTRAL SCHOOL	TCH3	TCH6
60	JANO, ROBY SAJONIA	WEST CITY CENTRAL SCHOOL	TCH3	TCH6
61	BUSLON, PELAGIA BUTIL	WEST CITY CENTRAL SCHOOL	TCH3	TCH6
62	AVE, MYLENE PADUA	WEST CITY CENTRAL SCHOOL	TCH3	TCH6
63	EMBOL, MELODY AMARGA	WEST CITY CENTRAL SCHOOL	TCH3	TCH6
64	TUMANDA, GRACE JAMPIT	WEST CITY CENTRAL SCHOOL	TCH3	TCH6
65	OMPOC, RUBIE ABELLA	WEST CITY CENTRAL SCHOOL	TCH3	TCH6
66	BALISTOY, BLYTHE PALLUGNA	WEST CITY CENTRAL SCHOOL	TCH3	TCH6
67	PIEL, MERRY CHRIS MARQUEZO	WEST CITY CENTRAL SCHOOL	TCH3	TCH6
68	SO, CATRENAGEN LUARDO	AGUSAN ELEMENTARY SCHOOL	TCH3	TCH6
69	DAGUPLO, IRYCHRIST ALFANTE	BALUBAL ELEMENTARY SCHOOL	TCH3	TCH6
70	GUIBONE, ALLAN HORIDA	BUGO CENTRAL SCHOOL	TCH3	TCH6
71	EDRALIN, MARIA JOY MAGADAN	BUGO CENTRAL SCHOOL	TCH3	TCH6
72	PUMATONG, DONABEL DELGADO	BUGO CENTRAL SCHOOL	TCH3	TCH6
73	MANSEGUAIO, NIDA GENOBAÑA	BUGO CENTRAL SCHOOL	TCH3	TCH6
74	GARRIDO, JENNIFER CONSTANTINO	BUGO CENTRAL SCHOOL	TCH3	TCH6
75	DAHAY, MARIA VIVIEN ZAMORA	BUGO CENTRAL SCHOOL	TCH3	TCH6
76	CAYHAO, GENNO JALAGAT	BUGO CENTRAL SCHOOL	TCH3	TCH6
77	ZATE, JULIE ANN SABELLANO	BUGO CENTRAL SCHOOL	TCH1	TCH4
78	SAMSON, FLORAME POTOLAN	BUGO CENTRAL SCHOOL	TCH1	TCH3
79	AQUINO, ROSA MARIA BATUTAY	CAMAMAN-AN ELEMENTARY SCHOOL	TCH3	TCH6
80	MABAYO, IMERIA MADELO	CAMAMAN-AN ELEMENTARY SCHOOL	TCH1	TCH3
81	CAMASIN, RENE LUSPO	CITY CENTRAL SCHOOL	TCH3	TCH6
82	DY, ATRIAH FASCIA HINAUTAN	CITY CENTRAL SCHOOL	TCH3	TCH6
83	SANTILLAN, EMMA EDMILAO	CITY CENTRAL SCHOOL	TCH3	TCH5
84	SOBERANO, MARY ANN LAPUT	CITY CENTRAL SCHOOL	TCH3	TCH6
85	ATON, CINDY MASCARIÑAS	CITY CENTRAL SCHOOL	TCH3	TCH6



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City

Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142

Email Address: cagayandeoro.city@deped.gov.ph

Website: <https://depedcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	2 of 2



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

86	OCO, CHLOE ARGYLL MABUNGA	CITY CENTRAL SCHOOL	TCH3	TCH6
87	OROT, CRIS SALCEDO	CITY CENTRAL SCHOOL	TCH3	TCH6
88	ENERIO, ALETH PUERTOLLANO	CITY CENTRAL SCHOOL	TCH3	TCH4
89	MERO, FE UAYAN	CITY CENTRAL SCHOOL	TCH3	TCH6
90	MABILLA, CONSOLACION GENEROSO	CITY CENTRAL SCHOOL	TCH3	TCH6
91	INTING, GERLY GEGRIMOS	CONSOLACION ELEMENTARY SCHOOL	TCH3	TCH6
92	GARCINES, ARVEN ENTERONE	CUGMAN ELEMENTARY SCHOOL	TCH3	TCH6
93	PARA-ON, OLIVE SYCHELLE G.	BONGBONGON ELEMENTARY SCHOOL	TCH3	TCH6
94	MALIAO, LUISA UAYAN	EAST CITY CENTRAL SCHOOL	TCH3	TCH6
95	MADELO, ELIZABETH GUANTERO	EAST CITY CENTRAL SCHOOL	TCH3	TCH6
96	QUILARIO, ROSALIE CAREN	EAST CITY CENTRAL SCHOOL	TCH3	TCH6
97	ESTENZO, MARY JANE MONDEJAR	EAST CITY CENTRAL SCHOOL	TCH3	TCH6
98	JAGUALING, CELSA QUINTANA	EAST CITY CENTRAL SCHOOL	TCH3	TCH6
99	ORION, MARYGIL AVANCEÑA	GUSA ELEMENTARY SCHOOL	TCH3	TCH6
100	LABAJO, VIVIAN RACINES	GUSA ELEMENTARY SCHOOL	TCH3	TCH6
101	MATEO, JANET MARCAIDA	GUSA ELEMENTARY SCHOOL	TCH3	TCH6
102	DACUA, MARY GRACE RAMOGA	GUSA ELEMENTARY SCHOOL	TCH3	TCH6
103	DIOSOS, ROBY MAE KRISTINE CABARLES	GUSA ELEMENTARY SCHOOL	TCH3	TCH6
104	MONCADO, MA VICTORIA LADERA	GUSA NHS - FS CATANICO ANNEX	TCH3	TCH6
105	EUGENIO, EUGENE PATRIANA	INDAHAG ELEMENTARY SCHOOL	TCH3	TCH6
106	DE LAS ALAS, JUDITH ACTUB	INDAHAG ELEMENTARY SCHOOL - HABITAT EXT	TCH3	TCH6
107	GORRES, ANIELLE AMPIT	KAMAKAWAN ELEMENTARY SCHOOL	TCH3	TCH6
108	TABAN, RENEBITH MADELOSO	MACABALAN ELEMENTARY SCHOOL	TCH1	TCH4
109	GUTIERREZ, CHERRY ROSETE	MACASANDIG ELEMENTARY SCHOOL	TCH3	TCH6
110	MAGLENTE, SHIELA GALENDEZ	NORTH CITY CENTRAL SCHOOL	TCH3	TCH6
111	AGAPAY, JELBETH JANICE CAARE	PUERTO ELEMENTARY SCHOOL	TCH3	TCH4
112	SANTILLAN, EDELISA SAJOL	PUERTO ELEMENTARY SCHOOL	TCH3	TCH5
113	VALLAR, ELVIE MAJADUCON	PUERTO ELEMENTARY SCHOOL	TCH3	TCH4
114	TIMBAL, MA NILDA BABIA	PUERTO ELEMENTARY SCHOOL	TCH3	TCH5
115	MACABODBOD, ELIZABETH HURAÑO	PUERTO ELEMENTARY SCHOOL	TCH3	TCH6
116	MANTALA, GENEVEVE LINGATONG	SOUTH CITY CENTRAL SCHOOL	TCH3	TCH6
117	TAHUD, MAE LLAUDER	SOUTH CITY CENTRAL SCHOOL	TCH3	TCH5
118	COLANCE-JAMLAN, IRISH BASLOTE	SOUTH CITY CENTRAL SCHOOL	TCH1	TCH3
119	TOMAS, SUERTE FE LAPUT	SUNTINGON ELEMENTARY SCHOOL	TCH3	TCH6
120	LEE, JESSICA UBANAN	SUNTINGON ELEMENTARY SCHOOL	TCH3	TCH6
121	LABIANO, ROSANA BUCIO	SUNTINGON ELEMENTARY SCHOOL	TCH3	TCH6
122	DA-ABAY, REY MISAEL SULTIZ	SUNTINGON ELEMENTARY SCHOOL - ANNEX	TCH3	TCH6
123	JAMACA, CARMEL SUACILLO	SUNTINGON ELEMENTARY SCHOOL - ANNEX	TCH3	TCH6
124	DOLIENTE, MARILYN CAJAN	SUNTINGON ELEMENTARY SCHOOL - ANNEX	TCH3	TCH6
125	DELSOCORA, CECIL CUEVAS	SUNTINGON ELEMENTARY SCHOOL - ANNEX	TCH3	TCH6
126	BONGALES, MARILOU JEAN BERNADOS	SUNTINGON ELEMENTARY SCHOOL - ANNEX	TCH3	TCH6
127	CAJILLA, MARIANNE CAILING	SUNTINGON ELEMENTARY SCHOOL - ANNEX	TCH1	TCH4
128	PULIDO, MARY JOY MARCOS	TABLON ELEMENTARY SCHOOL	TCH1	TCH3
129	DUMALAG, MARILOU ABROGUEÑA	TABLON ELEMENTARY SCHOOL	TCH1	TCH3

- The above-mentioned Teachers are directed to get their Notice of Appointment at the Division Office - Personnel on December 22, 2025 at 8:00 am onwards.
- Administrative Officer II namely Mary Jane Borja and Chariza Mae D. Sijo are directed to facilitate the release of NOA at the Personnel Section.
- Submit and comply with the following required documents for the processing of their appointment on or before **January 7, 2026**, to wit:



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	3 of 2



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

- pictures with name and signature – 3 original copies (back to back)**
- b. Work Experience Sheet - **(3 original copies)**
 - c. Panunumpa sa Katungkulan (SS Porma Blg. 32 Narebisa 2025) – **3 original copies**
 - d. Assumption to Duty (CS Form No. 4 Revised 2025) - **3 original copies**
 - e. Position Description Form (CSC Form No. 4 Revised 2017) - **3 original copies**
 - f. PRC/PBET - **3 photocopies**
 - g. Valid Professional License (Issued by PRC) - **3 photocopies**
 - h. Transcript of Record - **2 photocopies**
 - i. LATEST IPCRF (SY 2024-2025) - **1 photocopy**
 - j. Last Approved Appointment - **1 photocopy**
4. Kindly arrange the documents accordingly and have it check to your Assigned Administrative Officer II, such documents are to be certified by the AO II of the completeness and proper arrangement before you submit to the Personnel Section.
5. To access the downloadable forms kindly visit the link provided:
tiny.cc/FormsCDO
6. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
7. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

DMD67-GSDS-PS-AVC / DIVISION MEMORANDUM RECLASS
December 19, 2025



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	4 of 2