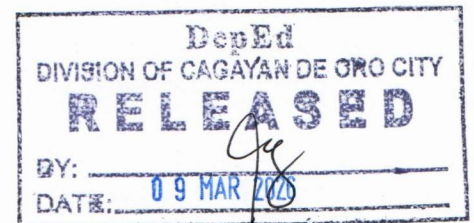




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

6 March 2026

DIVISION MEMORANDUM
No. 259 s.2026

**SUBMISSION OF DOCUMENTARY REQUIREMENTS TO SUPPORT THE
APPOINTMENT FOR THE APPROVED RECLASSIFICATION OF ELEMENTARY AND
SECONDARY SCHOOL TEACHING POSITION – BATCH 6 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 and Secondary School Teaching Position pursuant to Expanded Career Progression System to wit:

No	School	Name	From	To
1	AGUSAN ELEMENTARY SCHOOL	NAVIDA, HELEN HUGNAC	TCH1	TCH3
2	AGUSAN ELEMENTARY SCHOOL	LADRERA, RUDY jr. JOLOYOHAY	TCH1	TCH3
3	AGUSAN NATIONAL HIGH SCHOOL	ROSEL, GOLDA SIEGA	TCH1	TCH3
4	BAIKINGON NATIONAL HIGH SCHOOL	MEDEQUIZO, ETHEL VILLANUEVA	TCH1	TCH3
5	BALUARTE ELEMENTARY SCHOOL	BELORIA, JORITA SUMAYA	TCH1	TCH4
6	BALUARTE ELEMENTARY SCHOOL	ESTOQUIA, JONATHAN TIMOGAN	TCH1	TCH3
7	BALUBAL ELEMENTARY SCHOOL	AZARON, JENIFER GONZALES	TCH1	TCH3
8	BALULANG ELEMENTARY SCHOOL	TIMBAL, MARY KATHRYN METILLO	TCH1	TCH3
9	BALULANG ELEMENTARY SCHOOL	CAHOY, MABEL VINUYA	TCH1	TCH3
10	BAYABAS NATIONAL HIGH SCHOOL	MARZON, EVANGELINE EDULLANTES	TCH1	TCH4
11	BESIGAN ELEMENTARY SCHOOL	CARIAS, LORILIE LADISLA	TCH1	TCH3
12	BONBON NATIONAL HIGH SCHOOL	LANTERNA, IRENE KRIS LIBAGO	TCH1	TCH3
13	BUGO CENTRAL SCHOOL	PATINDOL, MARY JOY MARQUITA	TCH1	TCH4
14	BUGO CENTRAL SCHOOL	CASINO, MARIA IRENE DEL ROSARIO	TCH1	TCH4
15	BUGO CENTRAL SCHOOL	PELLAZAR, EPHER TIO	TCH1	TCH4
16	BUGO CENTRAL SCHOOL	AGUIL, MA. VANESSA ROYO	TCH1	TCH4
17	BUGO CENTRAL SCHOOL	GUIBONE, MARIA SOCORRO QUIDER	TCH1	TCH4
18	BUGO CENTRAL SCHOOL	ARANAS, MARIGIE GULOCINO	TCH1	TCH4
19	BUGO CENTRAL SCHOOL	VILLAR, JOANN TORAYNO	TCH1	TCH4
20	BUGO CENTRAL SCHOOL	ABIAN, LEOLU PACLAR	TCH1	TCH3
21	BUGO NATIONAL HIGH SCHOOL	BRIONES, MINDA CONSTANTINO	TCH3	TCH6
22	BUGO NATIONAL HIGH SCHOOL	PACALDO, RENELDA JARALES	TCH3	TCH6
23	BUGO NATIONAL HIGH SCHOOL	MENDOZA, LADY MAE DELGADO	TCH1	TCH4
24	BUGO NATIONAL HIGH SCHOOL	GELI, HONEY ROSE BRIONES	TCH1	TCH4
25	BUGO NATIONAL HIGH SCHOOL	ALURO, APRIL MAY WAYAN	TCH1	TCH4
26	BULUA CENTRAL SCHOOL	CANOY, SHEILA MARIE BRIONES	TCH1	TCH4
27	BULUA CENTRAL SCHOOL	LIBRE, JEE JEAN SIMEON	TCH1	TCH4
28	BULUA CENTRAL SCHOOL	EBABACOL, HARVEY MACALAGUING	TCH1	TCH3
29	BULUA CENTRAL SCHOOL	PAHILAN, PHOEBE ANN CASERIA	TCH1	TCH2
30	BULUA NATIONAL HIGH SCHOOL	AUSTRIA, ANNA GRACE DAJAO	TCH1	TCH4

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31	CAGAYAN DE ORO NATIONAL HIGH SCHOOL - JHS	ENERIO, MARGARITA BIVAS	TCH2	TCH5
32	CAGAYAN DE ORO NATIONAL HIGH SCHOOL - JHS	CASTULO, ROBILY PAGARA	TCH1	TCH3
33	CAGAYAN DE ORO NATIONAL HIGH SCHOOL - JHS	LLAGAS, DELIA HANDUMAN	TCH2	TCH3
34	CAGAYAN DE ORO NATIONAL HIGH SCHOOL - JHS	DEL ROSARIO, NIKKIE JANE BALIBAY	TCH1	TCH3
35	CAGAYAN DE ORO NATIONAL HIGH SCHOOL - JHS	CEMPRON, KAREN RODRIGUEZ	TCH1	TCH3
36	CAGAYAN DE ORO NATIONAL HIGH SCHOOL - JHS	KILAT, NILDA GOMEZ	TCH1	TCH3
37	CAGAYAN DE ORO NATIONAL HIGH SCHOOL - JHS	ENRIQUEZ, NOEMI MABALO	TCH1	TCH3
38	CAGAYAN DE ORO NATIONAL HIGH SCHOOL - SHS	MACA, WARLINA CASONA	SPET1	TCH7
39	CAGAYAN DE ORO NATIONAL HIGH SCHOOL - SHS	ALVAREZ, ALECIA VALDEZ	TCH3	TCH6
40	CAMAMAN-AN ELEMENTARY SCHOOL	MANATAD, WINNIE CHRISTIE VIÑA	TCH1	TCH4
41	CAMAMAN-AN NATIONAL HIGH SCHOOL	PALLER, MARILOU FUENTES	TCH3	TCH6
42	CAMAMAN-AN NATIONAL HIGH SCHOOL	DONGLAS, SUSAN QUIRINO	TCH1	TCH4
43	CAMAMAN-AN NATIONAL HIGH SCHOOL	INFANTE, CHARISMA ABEJAY	TCH1	TCH3
44	CAMAMAN-AN NATIONAL HIGH SCHOOL	TAGUN, LEAH MARIE LESCABO	TCH1	TCH3
45	CAMAMAN-AN NATIONAL HIGH SCHOOL	FAJARDO, RACHEL ANN MANZANO	TCH1	TCH3
46	CAMAMAN-AN NATIONAL HIGH SCHOOL	DEL ROSARIO, MARISOL JORIQUE	TCH1	TCH3
47	CAMP EVANGELISTA ELEMENTARY SCHOOL	NALASA, YVETTE KRISTINE NISCO	TCH1	TCH3
48	CAMP EVANGELISTA ELEMENTARY SCHOOL	PRANCILISO, ARLENE BAGUION	TCH1	TCH3
49	CAMP EVANGELISTA ELEMENTARY SCHOOL	LAGO, MERALIE ANDUS	TCH1	TCH3
50	CANTOAN ELEMENTARY SCHOOL	CADELIÑA, PARADISE MATOBATO	TCH3	TCH6
51	CANTOAN NATIONAL HIGH SCHOOL	MONDEJAR, GEZZIEL YAMUT	TCH1	TCH4
52	CANTOAN NATIONAL HIGH SCHOOL	NAVARRO, REINEER CEBALLOS	TCH1	TCH4
53	CARMEN NATIONAL HIGH SCHOOL	ANERO, JUDY GALINDO	TCH3	TCH6
54	CARMEN NATIONAL HIGH SCHOOL	KIONISALA, EZRA MARIE SAARENAS	TCH1	TCH4
55	CARMEN NATIONAL HIGH SCHOOL	SABERON, MARJORY MAY PAYE	TCH1	TCH4
56	CARMEN NATIONAL HIGH SCHOOL	OMEGA, ENGELINE LAMBAN	TCH1	TCH3
57	CARMEN NATIONAL HIGH SCHOOL	LUENGAS, JULY MAE DIAZ	TCH1	TCH3
58	CARMEN NATIONAL HIGH SCHOOL	AGON, LILIT TUN ANAN	TCH1	TCH3
59	CITY CENTRAL SCHOOL	BALBON, MEIAME JOY BATONGHINOG	TCH3	TCH6
60	CITY CENTRAL SCHOOL	DE GUZMAN, MAGDALINA BAGUHIN	TCH3	TCH6
61	CITY ENGINEERS ELEMENTARY SCHOOL	CATARONG, MARY GLO BACARRISAS	SP1	SP2
62	CONSOLACION ELEMENTARY SCHOOL	SALAR, JO ANNE NALIPONGUIT	TCH1	TCH4
63	CONSOLACION ELEMENTARY SCHOOL	HILOT, MARICHA DE GUIA	TCH1	TCH3
64	CORRALES ELEMENTARY SCHOOL	AGUILOR, SANDRO DUROY	TCH1	TCH4
65	CORRALES ELEMENTARY SCHOOL	SOLAYAO, IRENE ALAVANZA	TCH1	TCH3
66	CUGMAN ELEMENTARY SCHOOL	MANGUBAT, SHANELYN TABACO	TCH1	TCH3
67	CUGMAN NATIONAL HIGH SCHOOL	NERI, GRACE LIMORAN	TCH2	TCH5
68	CUGMAN NATIONAL HIGH SCHOOL	ARIAS, KHEIREN DEGUINON	TCH1	TCH4
69	CUGMAN NATIONAL HIGH SCHOOL	MACALOS, MARIA EVELYN YAMUT	TCH1	TCH3
70	CUGMAN NATIONAL HIGH SCHOOL	EDPALINA, CONNIE RYAN VALCURZA	TCH1	TCH3
71	EAST CITY CENTRAL SCHOOL	MONTESCLAROS, MA. CRISTINA GONZAGA	TCH1	TCH4
72	EAST CITY CENTRAL SCHOOL	MORAN, ANNA LIZA DE GUZMAN	TCH1	TCH3
73	EAST GUSA NATIONAL HIGH SCHOOL	ALBURO, JENNIFER CAMPILAN	TCH1	TCH4
74	FR. WILLIAM F. MASTERSON, SJ.,	CAJUDO, PEGIE BERNABA	TCH1	TCH3

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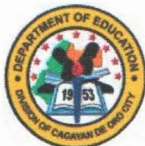
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	ELEMENTARY SCHOOL			
75	FR. WILLIAM F. MASTERSON, SJ., ELEMENTARY SCHOOL	PUTONG, ROCHELLE MAY MANGHARAL	TCH1	TCH3
76	FS CATANICO ELEMENTARY SCHOOL	LANGCASAN, MARIETTEE JOY UCAB	TCH1	TCH4
77	GUSA ELEMENTARY SCHOOL	CELDA, ELJEAN LIBRES	TCH1	TCH4
78	GUSA ELEMENTARY SCHOOL	SENDICO, BRENNAN DALE DAMASING	TCH1	TCH4
79	GUSA ELEMENTARY SCHOOL	BASADRE, TERESA CABAÑEROS	TCH1	TCH4
80	GUSA ELEMENTARY SCHOOL	GULIGADO, DARNEL ANN CABAÑEROS	TCH1	TCH4
81	GUSA ELEMENTARY SCHOOL	BAGUIN, JUDITH ABCEDE	TCH1	TCH3
82	GUSA NHS - FS CATANICO ANNEX	OMAMALIN, YUNIRE MAYAKE	TCH1	TCH4
83	INDAHAG ELEMENTARY SCHOOL	MAGALLANES, MADEL PESTAÑO	TCH1	TCH4
84	INDAHAG ELEMENTARY SCHOOL	GENODIA, LARA JILL ZAFRA	TCH1	TCH3
85	INDAHAG NATIONAL HIGH SCHOOL	BADON, EVA SANTOS	TCH1	TCH4
86	INDAHAG NATIONAL HIGH SCHOOL	ANDILAB, CHERRY MAE AÑANA	TCH1	TCH3
87	INDAHAG NATIONAL HIGH SCHOOL	ANTONE, SHEILA AGCOL	TCH1	TCH3
88	INDAHAG NATIONAL HIGH SCHOOL	GERAGA, JESSEL CAGAANAN	TCH1	TCH3
89	IPONAN NATIONAL HIGH SCHOOL	ALBON, ANECITA DUTERTE	TCH3	TCH6
90	IPONAN NATIONAL HIGH SCHOOL	VALLESPIN, ANEILYN LANTACA	TCH2	TCH5
91	IPONAN NATIONAL HIGH SCHOOL	CAGURANGAN, MICHELLE TABIQUE	TCH1	TCH4
92	IPONAN NATIONAL HIGH SCHOOL	AGOMANA, DENNISA PATLUNAG	TCH1	TCH4
93	IPONAN NATIONAL HIGH SCHOOL	SAMIJON, RELIZA SENO	TCH1	TCH3
94	KAMAKAWAN ELEMENTARY SCHOOL	RUGAY, HOPE JOY DAGUIMOL	TCH1	TCH3
95	KAMAKAWAN ELEMENTARY SCHOOL	LLANDRES, MICHELL MAY	TCH1	TCH3
96	KAMAKAWAN ELEMENTARY SCHOOL	PONCE, NATASHA MAY BALBON	TCH1	TCH3
97	KAMAKAWAN ELEMENTARY SCHOOL	ESCARIO, CYRIL MORALES	TCH1	TCH3
98	KAUSWAGAN CENTRAL SCHOOL	PAGARA, MARY GRACE UAYAN	TCH1	TCH5
99	KAUSWAGAN CENTRAL SCHOOL	REPOSPOSA, JOVIE HOYOHOY	TCH1	TCH3
100	KAUSWAGAN CENTRAL SCHOOL	PATLUNAG, MARIA PERPETUA FAJARDO	TCH1	TCH3
101	KAUSWAGAN NATIONAL HIGH SCHOOL	VILLANUEVA, KRISTIN BARTOLOME	TCH1	TCH3
102	KAUSWAGAN NATIONAL HIGH SCHOOL	CABAÑAS, VERA GAAMIL	TCH1	TCH3
103	LAPASAN NATIONAL HIGH SCHOOL	NON, JANICE DOLORITO	TCH1	TCH3
104	LAPASAN NATIONAL HIGH SCHOOL	HINAMPAS, JULIETA AWIT	TCH1	TCH3
105	LAPASAN NATIONAL HIGH SCHOOL	GENILLA, CATHERINE VELUZ	TCH1	TCH3
106	LINANGOAN ELEMENTARY SCHOOL	PARADO, HAZEL CALIPES	TCH1	TCH3
107	LUMBIA CENTRAL SCHOOL	ODIAS, KRISTINE FABELLA	TCH1	TCH3
108	LUMBIA CENTRAL SCHOOL	SERATO, KIMBERLY REMOLLO	TCH1	TCH2
109	LUMBIA NATIONAL HIGH SCHOOL	ARANETA, JIMMILYN PABELLAN	TCH3	TCH6
110	LUMBIA NATIONAL HIGH SCHOOL	DILUVIO, LOUIE CHILO SILVA	TCH1	TCH4
111	LUMBIA NATIONAL HIGH SCHOOL	DAQUILA, KARYLL AHMEE	TCH1	TCH4
112	LUMBIA NATIONAL HIGH SCHOOL	OBESO, ROCHELLE JAY GATILOGO	TCH1	TCH4
113	LUMBIA NATIONAL HIGH SCHOOL	RAUT RAUT, ELLYZA MA. DYACELLE LAZO	TCH1	TCH3
114	LUMBIA NATIONAL HIGH SCHOOL	PAMPLONA, FARIDA ARMODIA	TCH1	TCH3
115	LUMBIA NATIONAL HIGH SCHOOL	YANEZ, EVALYN SIMENE	TCH1	TCH3
116	LUMBIA NATIONAL HIGH SCHOOL	FERRERA, NIAGRACE TORRECAMPO	TCH1	TCH3
117	LUMBIA NATIONAL HIGH SCHOOL	EBALAN, VIRGINIA CARATOL	TCH1	TCH3
118	LUMBIA NATIONAL HIGH SCHOOL - FR. WILLIAM MASTERSON NHS EXT.	JOSE, JOANNA ANNE SALCEDO	TCH1	TCH3
119	MACABALAN ELEMENTARY SCHOOL	BAGONTE, ELISA ABRAU	TCH3	TCH6
120	MACABALAN ELEMENTARY SCHOOL	OLIVARES, IVY GRACE HOMERES	TCH3	TCH6
121	MACABALAN ELEMENTARY SCHOOL	CAGAMPANG, JAY-AN TORREON	TCH1	TCH4
122	MACANHAN ELEMENTARY SCHOOL	IGOT, GRACE JACOBA	TCH1	TCH4
123	MACASANDIG NATIONAL HIGH SCHOOL	ARQUERO, MA. DOROTHY DIOMARLENE ROYO	TCH1	TCH3
124	MACASANDIG NATIONAL HIGH SCHOOL	ROA, BUENO DOMINO CABUNOC	TCH1	TCH3
125	MACASANDIG NATIONAL HIGH SCHOOL	CANOY, MARITNESS LEAL	TCH1	TCH3
126	MAMBUAYA ELEMENTARY SCHOOL	CASTRO, EDELYN GUMIALA	TCH1	TCH4
127	MAMBUAYA ELEMENTARY SCHOOL	BALIBAGON, RATIS ANN RANA	TCH1	TCH3
128	MAMBUAYA ELEMENTARY SCHOOL	CAMINO, ELTON JAMES MAT-AO	TCH1	TCH3
129	MANGALAY ELEMENTARY SCHOOL	ESCOSURA, ZENNY BONGHANOY	TCH1	TCH3
130	NORTH CITY CENTRAL SCHOOL	CABALDA, JANETH DE PEÑA	TCH3	TCH6



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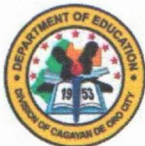
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131	NORTH CITY CENTRAL SCHOOL	BAGONGON, LOREN TAGALOGUIN	TCH1	TCH4
132	PAGALUNGAN ELEMENTARY SCHOOL	BAA, LEORENZO	TCH1	TCH4
133	PAGATPAT ELEMENTARY SCHOOL	PASTRANO, JERRY LLAMOSO	TCH1	TCH4
134	PAGATPAT ELEMENTARY SCHOOL	PASTRANO, JUNAMIE HINACAY	TCH1	TCH4
135	PAGATPAT ELEMENTARY SCHOOL	RECENTE, MICHELLE ANN BAUTISTA	TCH1	TCH3
136	PAGATPAT ELEMENTARY SCHOOL	UGSOD, ROSE MARIE SABUERO	TCH1	TCH3
137	PAGATPAT NATIONAL HIGH SCHOOL	OCOT, MARISSA MABULAY	TCH1	TCH3
138	PEDRO ""OLOY"" N. ROA, SR. ELEMENTARY SCHOOL	TABUDLO, IVY DAGPIN	TCH1	TCH4
139	PEDRO ""OLOY"" N. ROA, SR. ELEMENTARY SCHOOL	GA, JUDELYN ABARQUEZ	TCH1	TCH3
140	PUERTO ELEMENTARY SCHOOL	VICARIATO, BLESSELA MERTO	TCH1	TCH3
141	PUERTO NATIONAL HIGH SCHOOL	SOLAR, JOAN PAGAPULAR	TCH1	TCH4
142	PUERTO NATIONAL HIGH SCHOOL	ESTOQUE, DARWIN DELA VEGA	TCH1	TCH4
143	PUERTO NATIONAL HIGH SCHOOL	CRUZ, MA ANGELICA TUPAG	TCH1	TCH4
144	PUNTOD NATIONAL HIGH SCHOOL	TACHADO, ARVIN JAN LEGASPI	TCH1	TCH4
145	PUNTOD NATIONAL HIGH SCHOOL	PAYAPAYA, REA JANE MANONGSONG	TCH1	TCH4
146	SACRED HEART VILLAGE ELEMENTARY SCHOOL	CABILOQUE, KAREN CAAGBAY	TCH1	TCH3
147	SACRED HEART VILLAGE ELEMENTARY SCHOOL	VELEZ, CRISTOPHER DAYAG	TCH1	TCH3
148	SOUTH CITY CENTRAL SCHOOL	ZEAL, YOLAN CESAR DIPUTADO	TCH1	TCH4
149	ST. JOHN ELEMENTARY SCHOOL	ABEJO, ELLEN CABARABAN	TCH1	TCH4
150	ST. JOHN ELEMENTARY SCHOOL	PACAMO, ELENA BACULIO	SP1	SP3
151	SUNTINGON ELEMENTARY SCHOOL	SEGURA, JEZAMIN BUFFE	TCH1	TCH4
152	SUNTINGON ELEMENTARY SCHOOL	ABANALES, MARIE CRIS GAMOT	TCH1	TCH4
153	SUNTINGON ELEMENTARY SCHOOL	BALA, SHERLEEN CAITUM	TCH1	TCH4
154	SUNTINGON ELEMENTARY SCHOOL	SABANA, ANGELYN BANDIALA	TCH1	TCH4
155	SUNTINGON ELEMENTARY SCHOOL - ANNEX	CAMINOS, VANESSA MAE ZAPATOS	TCH3	TCH6
156	TABLON ELEMENTARY SCHOOL	DELIGERO, RESEN HANDAG	TCH1	TCH4
157	TABLON ELEMENTARY SCHOOL	DIOLANTO, PRIMROSE DAGOC	TCH1	TCH3
158	TABLON ELEMENTARY SCHOOL	CALINGIN, CHERRY ANN OMPOC	TCH1	TCH3
159	TABLON ELEMENTARY SCHOOL	TAMPOS, MARIBELLE BARTOLABAC	TCH1	TCH3
160	TABLON NATIONAL HIGH SCHOOL	APURA, JOCELYN EMIT	TCH1	TCH2
161	TAGLIMAO NATIONAL HIGH SCHOOL	LAGAC, MARILOU PABELIC	HTEACH1	TCH7
162	TAGPANGI ELEMENTARY SCHOOL	DECHOS, MARY LYN GODINEZ	TCH1	TCH4
163	TAGPANGI NATIONAL HIGH SCHOOL	RODRIGO, MALOU VERALLO	TCH1	TCH4
164	TAGUANA ELEMENTARY SCHOOL	DAGOHOY, CHERIE GABALES	TCH1	TCH4
165	TUMPAGON ELEMENTARY SCHOOL	MANDAPITAN, GINALYN TOMAMPOC	TCH1	TCH4
166	UPPER CARMEN ELEMENTARY SCHOOL	GOSANES, SHIELA SUDARIA	TCH1	TCH3
167	UPPER CARMEN ELEMENTARY SCHOOL	PATLUNAG, FABIAN FAJARDO	TCH1	TCH3
168	WEST CITY CENTRAL SCHOOL	PANOREL, LIEZL PAGLINAWAN	TCH3	TCH6
169	WEST CITY CENTRAL SCHOOL	MAY, VERNIE JOY VALENZONA	TCH3	TCH6
170	WEST CITY CENTRAL SCHOOL	TIEMPO, MARITZA MAE LLOREN	TCH1	TCH4
171	WEST CITY CENTRAL SCHOOL	UBAUB, HONEY MAY TAN	TCH1	TCH4
172	WEST CITY CENTRAL SCHOOL	HOMERES, MELIZA SAPID	TCH1	TCH3
173	WEST CITY CENTRAL SCHOOL	VILLAESTER, BENIGNA DELOS SANTOS	TCH1	TCH3
174	WEST CITY CENTRAL SCHOOL	BAYANI, AIZA ABREGANA	TCH1	TCH3
NOTHING FOLLOWS				

2. Administrative AO IIs and ADAS IIIs must pick up Notices of Appointment at the Division Office (Personnel) on March 10–11, 2026, from 8:00 AM onwards. Teachers should coordinate with their school's AO II or ADAS III to receive their individual notices.

Note: Please ensure that no disruption of classes may occur.



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Republic of the Philippines
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Office of the Schools Division Superintendent

3. Submit and comply with the following required documents (**in long bondpaper**) for the processing of their appointment on or before **March 20, 2026**, to wit:
 - a. Fully accomplished CS Form 212 (Personal Data Sheet) (**revised 2025**) handwritten or computerized with **LATEST Passport size ID 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:

DM070-OSDS-PS-AVC / DIVISION MEMORANDUM RECLASS
January 6, 2026



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