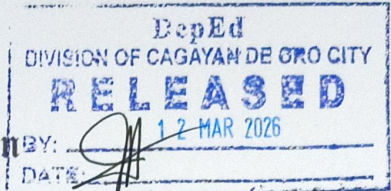




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

12 March 2026

DIVISION MEMORANDUM

No. 297 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 School Teaching Position pursuant to Expanded Career Progression System to wit:

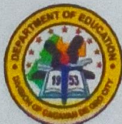
No	School	Name	From	To
1	BALUBAL NATIONAL HIGH SCHOOL	ROSEL, ROSA GUMAHAD	TCH3	TCH6
2	BUGO NATIONAL HIGH SCHOOL	PANGANTIHON, APRIL LOVE DARAOG	TCH1	TCH4
3	CAMAMAN-AN NATIONAL HIGH SCHOOL	GADIANA, MARCHIE GONZALES	TCH1	TCH3
4	CARMEN NATIONAL HIGH SCHOOL	AMACNA, MAY KAREN BUTAD	TCH1	TCH4
5	LAPASAN NATIONAL HIGH SCHOOL	UDARBE, LENETH GODEN	TCH3	TCH6
6	LAPASAN NATIONAL HIGH SCHOOL	OCIONES, ALYANA AGOSTO	TCH3	TCH5
7	LAPASAN NATIONAL HIGH SCHOOL	PABONITA, JULIET BACULIO	TCH1	TCH4
8	LAPASAN NATIONAL HIGH SCHOOL	VILLADORES, JANET ORAN	TCH1	TCH3
9	LUMBIA NATIONAL HIGH SCHOOL	PANDAN, YVONNE CORTEZ	TCH1	TCH4
10	LUMBIA NATIONAL HIGH SCHOOL	NAELGA, ANALYN COLASTRE	TCH1	TCH4
11	MACASANDIG NATIONAL HIGH SCHOOL	DUHAYLUNGSOD, JULIET URSALIZ	TCH1	TCH3
12	TABLON NATIONAL HIGH SCHOOL	EPE, NYMPA GACHO	TCH1	TCH3
NOTHING FOLLOWS				

2. The above-mentioned Teachers are directed to get their Notice of Appointment at the Division Office - Personnel on March 12-13, 2026 at 8:00 am onwards.

Schedule as follows:

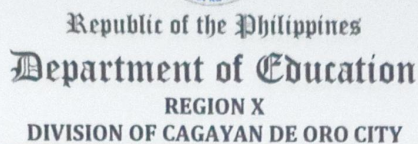
Venue: Personnel Office Walkway

Name of School	Schedule
----------------	----------



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@depd.gov.ph
Website: <https://depdcdco.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	1 of 2



Office of the Schools Division Superintendent

[illegible]

3. Administrative Officer II namely Efren B. Facun – Legislative District 1 and Beatriz G. Alilin Legislative District 2 are directed to facilitate the release of NOA at the Personnel Section.

4. 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**

5. 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



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

completeness and proper arrangement before you submit to the Personnel Section.

6. To access the downloadable forms kindly visit the link provided:

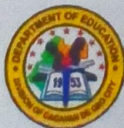
tiny.cc/FormsCDO

7. 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.
8. 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



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