



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



Office of the Schools Division Superintendent

26 March 2026

DIVISION MEMORANDUM

No. 317 s.2026

SUBMISSION OF DOCUMENTARY REQUIREMENTS TO SUPPORT THE
 APPOINTMENT FOR THE APPROVED RECLASSIFICATION OF ELEMENTARY
 SCHOOL TEACHING POSITION – BATCH 7 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 ELEMENTARY SCHOOL	ARCITE, SHELLY MAE POLOTAN	TCH1	TCH3
2	BALULANG ELEMENTARY SCHOOL	DIANGO, CHERRY MAY ANOC	TCH3	TCH6
3	BONBON ELEMENTARY SCHOOL	SOGOC, JAY ROBERT AGAWIN	TCH3	TCH6
4	BUGO CENTRAL SCHOOL	GRANADA, PSYCHE ULAN	TCH2	TCH5
5	BUGO CENTRAL SCHOOL	DE LOS SANTOS, BERNADETH MACABODBOD	TCH1	TCH4
6	BULUA CENTRAL SCHOOL	ALINGIG, CHENNY ANN SALAS	TCH3	TCH6
7	BULUA CENTRAL SCHOOL	ABRERA, REMEDIOS PACTURAN	TCH2	TCH3
8	CAGAYAN DE ORO NATIONAL HIGH SCHOOL - JHS	MILLANES, LOVE BATICADOS	SPET1	TCH6
9	CAMAMAN-AN ELEMENTARY SCHOOL	PEREZ, BLESSEL LA VICTORIA	TCH1	TCH4
10	CAMAMAN-AN ELEMENTARY SCHOOL - MACAPAYA EXT.	SABUERO, JISIEL CAGAMPANG	TCH1	TCH3
11	CAMP EVANGELISTA ELEMENTARY SCHOOL	YANDUG, JANICE AÑANA	TCH1	TCH3
12	CANITOAN ELEMENTARY SCHOOL	BALDELOVAR, RENATO DALIMOOT	TCH1	TCH3
13	CARMEN NATIONAL HIGH SCHOOL	ZAMORA, DINAH ZORAIDA BACULIO	SP1	SP2
14	CITY CENTRAL SCHOOL	CALAGAHAN, ETHELINDA BAHIAN	TCH3	TCH4
15	CITY CENTRAL SCHOOL	MARTE, MARY ANN DECIO	TCH1	TCH3
16	EAST CITY CENTRAL SCHOOL	CALLEDO, ROXAN COSMO	TCH1	TCH3
17	FR. WILLIAM F. MASTERSON, SJ., ELEMENTARY SCHOOL	LABADAN, CHEZKA MAE MADRONA	TCH1	TCH4
18	FR. WILLIAM F. MASTERSON, SJ., ELEMENTARY SCHOOL	ZAMAYLA, MA AIREEN RACANUT	TCH1	TCH3
19	G. L. REYES-ANHAWON ELEMENTARY SCHOOL	FUENTES, HAZEL MARTINEZ	TCH1	TCH3
20	GUSA ELEMENTARY SCHOOL	GORRA, BEVERLY HALASAN	TCH3	TCH6
21	INDAHAG ELEMENTARY SCHOOL	VALLEDOR LIEZEL JANE JANDAYAN	SPET1	TCH7
22	INDAHAG ELEMENTARY SCHOOL	BOLLOZOS GILLIAN RUIZ	SPET1	TCH6



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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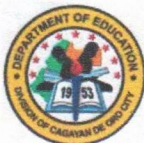
23	IPONAN ELEMENTARY SCHOOL	LIM, DARYL REYES	TCH1	TCH3
24	KAUSWAGAN CENTRAL SCHOOL	TABIAN, MARGELINA TAÑO	TCH1	TCH5
25	KIAM-IS ELEMENTARY SCHOOL	MONTECILLO, MARILOU DENSING	TCH1	TCH4
26	LUMBIA CENTRAL SCHOOL	NUDALO, CECILLE LOU ESPADILLA	SPET1	TCH6
27	LUMBIA CENTRAL SCHOOL	LAGRA, MARIA TERESA VELUZ	TCH3	TCH6
28	PEDRO ""OLOY"" N. ROA, SR. ELEMENTARY SCHOOL	HOMERES, APPLE JEAN ABECIA	SPET1	TCH7
29	PEDRO ""OLOY"" N. ROA, SR. ELEMENTARY SCHOOL	ABELLERA, RUBY NERI	TCH1	TCH3
30	PUERTO ELEMENTARY SCHOOL	BACULADO, MORGUEL BALIDA	SPET1	TCH5
31	PUERTO ELEMENTARY SCHOOL	CASAS, DONAH FEL GALARIO	TCH3	TCH5
32	PUERTO ELEMENTARY SCHOOL	GENERALE, JULIETA LAGRIA	TCH3	TCH5
33	PUERTO ELEMENTARY SCHOOL	ALCANTARA, MAY-HEA PADILLA	TCH1	TCH3
34	SACRED HEART VILLAGE ES - PHILIPPINE ISLAND KIDS INC.	ABELGAS, KIM KAREN BADIANG	SPET1	TCH7
35	SACRED HEART VILLAGE ES - PHILIPPINE ISLAND KIDS INC.	ESCOSURA, JEANICE ESTOQUE	TCH3	TCH6
36	SOUTH CITY CENTRAL SCHOOL	BAHALA, VENUS IRISH ALBANCES	TCH3	TCH6
37	SOUTH CITY CENTRAL SCHOOL	RODRIGUEZ, JOANA ROA	TCH1	TCH3
38	SOUTH CITY CENTRAL SCHOOL	DAGATAN, HAZEL LANZADERAS	TCH1	TCH2
39	SUNTINGON ELEMENTARY SCHOOL	ALERTA, ROSSLYN MAE CAGALAWAN	TCH1	TCH4
40	SUNTINGON ELEMENTARY SCHOOL - ANNEX	ADAZA, ELMER ABANIL	TCH3	TCH6
41	UPPER CARMEN ELEMENTARY SCHOOL	MADERAL, JENEFER PALINGCOD	TCH1	TCH3
42	WEST CITY CENTRAL SCHOOL	TORAYNO, DELILAH BAJUYO	TCH3	TCH5
43	WEST CITY CENTRAL SCHOOL	BALAGULAN, ELIZABETH LLAUSAS	TCH2	TCH4
44	WEST CITY CENTRAL SCHOOL	MARTINEZ, JOYCE CARMEL TICON	TCH1	TCH4
45	WEST CITY CENTRAL SCHOOL	DABLO, JENNY BETH BOTANERO	TCH1	TCH4
	NOTHING FOLLOWS			

2. The above-mentioned Teachers are directed to get their Notice of Appointment to their respective Administrative Officer II. AO IIs are directed to get the NOA at the Division Office - Personnel on March 30-31, 2026 at 8:00 am onwards.

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

3. Submit and comply with the following required documents (**in long bondpaper**) for the processing of their appointment on or before **April 10, 2026**, to wit:

- 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)**
- Work Experience Sheet - (**3 original copies**)
- Panunumpa sa Katungkulan (SS Porma Blg. 32 Narebisa 2025) – **3 original copies**
- Assumption to Duty (CS Form No. 4 Revised 2025) - **3 original copies**
- Position Description Form (CSC Form No. 4 Revised 2017) - **3**



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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
March 26, 2026



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