



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



Office of the Schools Division Superintendent

12 July 2026

DIVISION MEMORANDUM  
No. 627 s.2026

SUBMISSION OF DOCUMENTARY REQUIREMENTS TO SUPPORT THE  
APPOINTMENT FOR THE APPROVED RECLASSIFICATION OF SECONDARY  
SCHOOL TEACHING POSITION – BATCH 9 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               | GELOGO, LEIDA HAWAN         | BALUBAL NATIONAL HIGH SCHOOL                  | TCH1 | TCH3 |
| 2               | ALONTAGA, WELNELIA CEBALLOS | CAGAYAN DE ORO NATIONAL HIGH SCHOOL - JHS     | TCH3 | TCH6 |
| 3               | APAS, MARY JANE OGSIMER     | CAMAMAN-AN NATIONAL HIGH SCHOOL               | TCH1 | TCH4 |
| 4               | LUMBAYO, MARJORIE CASTILLO  | CARMEN NATIONAL HIGH SCHOOL                   | TCH3 | TCH6 |
| 5               | MASAJO, JENNIFER ATUEL      | CARMEN NATIONAL HIGH SCHOOL                   | TCH1 | TCH2 |
| 6               | EMPLEO, ADELINE YSALINA     | CARMEN NATIONAL HIGH SCHOOL                   | TCH1 | TCH4 |
| 7               | DAG-UM, LOVELY JOY CATAPANG | CARMEN NATIONAL HIGH SCHOOL                   | TCH1 | TCH3 |
| 8               | AMPER, STEPHANIE ISIDRO     | CARMEN NATIONAL HIGH SCHOOL                   | TCH1 | TCH3 |
| 9               | ACOPIO, LUNA VILLA MIGALANG | KAUSWAGAN NATIONAL HIGH SCHOOL                | TCH1 | TCH4 |
| 10              | GABATAN, CHUCHIE DOLDOL     | MACABALAN NATIONAL HIGH SCHOOL                | TCH1 | TCH4 |
| 11              | ABARQUEZ, KRISTEL IVY EDIOS | PAGATPAT NATIONAL HIGH SCHOOL                 | TCH1 | TCH3 |
| 12              | AYUBAN, MARIVIC VILLARIAS   | PEDRO "OLOY" N. ROA, SR. NATIONAL HIGH SCHOOL | TCH3 | TCH6 |
| NOTHING FOLLOWS |                             |                                               |      |      |

2. The above-mentioned Teachers are directed to communicate to their respective AO IIs to get their Notice of Appointment at the Division Office - Personnel on July 14, 2026 at 8:00 am onwards.
3. Administrative Officer II namely Ma. Jo-ian Rose Chatto and Kurt Celica Bacas are directed to facilitate the release of NOA at the Personnel Section.



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](mailto: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**

4. Submit and comply with the following required documents (**in long bondpaper**) for the processing of their appointment on or before **January 16, 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 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:

DM070-08DS-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](mailto:cagayandeoro.city@deped.gov.ph)  
**Website:** <https://depedcdo.net/>

|                |  |      |        |
|----------------|--|------|--------|
| Doc. Ref. Code |  | Rev  |        |
| Effectivity    |  | Page | 2 of 2 |