



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

26 April 2024

DIVISION MEMORANDUM
OSDS No. **076** s. 2024

**ORIENTATION ON THE ENCODING OF LIST OF TEACHERS PER SUBJECT AREA
OF SPECIALIZATION FOR S.Y. 2023-2024**

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Administrative Officers II
All Others Concerned

1. In reference to **Paragraph 4 of Region Memorandum AD No. 25 s. 2021 on DEPED SOCCSKSARGEN Region Revised Guidelines on the Implementation of Reclassification for Teaching and Teaching-Related Positions**, All identified Administrative Officers II are directed to assist the secondary schools in determining the allowed number of Master Teacher positions to be created in the elementary and secondary schools and strengthen the implementation of the career progression system for Master Teachers as contained in DECS Order 57, s. 1997.

2. Anent this, an orientation for identified Administrative Officers II for the preparation of List of Teachers per Subject Area of Specialization S.Y. 2023-2024 shall be on May 14, 2024 at 2:00 P.M to 5:00 P.M at the Schools Division Office Conference Hall.

No.	Name of School	Name of Administrative Officer II
1	BANGA NHS	CERCADO, APRIL ROSE ESTOCADO
2	BENTUNG SULIT NHS	MENDOZA, MARIA THERESA ALIVIO
3	BUKAY PAIT NHS	DERLA, ERNA LYNNE LADAO
4	CEBUANO NHS	ARDENIO, LYNLEY GABAC
5	CENTRALA NHS	TEMPLONUEVO, GELLI ESTEVES
6	KATIPUNAN NHS	MANTAWIL, MAE JANE CELDA
7	LAKE SEBU NHS	BAÑADOS, ARCHIE YAGAO
8	LAMIAN NHS	TABALE, MARISTELA TAN
9	LANDAN NHS	DILON, ROSALYN MENSON
10	LAPUZ NHS	SEMIHO, BEBELYN FAULVE
11	LIBERTAD NHS	PILLADO, MARRY ANN SALDO



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph



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12	LIBERTY NHS - TAMPAKAN NHS - LIBERTY ANNEX	ALQUIZAR, BONA FE SODOSO
13	MALTANA NHS	DISCA, KRICEE LEIGH SEGUI
14	NED NHS	CASTILLON, AIZEL CELESTE
15	NEW DUMANGAS NHS	OZARRAGA, GUADA GUNTANG
16	NORALA NHS	LAPIDEZ, CHERRIE BARON
17	PANAY NHS	LADOT, PEARL JOY FALE
18	POBLACION POLOMOLOK NHS	DIODINA, RACHEL MARJORIE SOGUILON
19	POLOMOLOK NHS	BUSGANO, SHIELA MARIE MACABENTA
20	POLONULING NHS	MALONES, DEXTER IAN LARIDA
21	SAN JOSE NHS	TOLONONDON, FLOR ANGELIE MARTIRIZAR
22	SAN MIGUEL NHS	OSITA, KAREN GRACE BARBER
23	SILWAY 8 NHS	MAGOLLADO, HAZEL SALMITE
24	STO. NIÑO NHS	PAMPLONA, RACHELLE JOY ESTRELLA
25	STO. NIÑO NSAT	MANTAWIL, MAE JANE CELDA
26	SURALLAH NHS	BROSOTO, LORAINÉ BONILLA
27	TAMPAKAN NIIS	CAINAP, MARIA ANTONETTE PARCASIG
28	TANTANGAN NHS	DARROCA, CHARLEMAGNE CARILO MACATIMBOL, NURAN NISSAH ABBAS
29	TANTANGAN NTHS	BANTUGAN, MOHAIDA RAJAHBUAYAN SAMBUTUAN, MONIRON TAMPUGAO
30	TBOLI NHS	MAGAN, ROSALIE CATALUNA
31	TUPI NHS	LA GUARDIA, DESI NINO BERNARDINO GARFERIO, MONALISA ALDEMA
32	UPPER KLINAN NHS	RAMOS, BIANCA PAULA DELFIN

3. All identified Administrative Officers II are directed to bring one (1) copy of duly approved School Form 7 (SF 7)-School Personnel Assignment List and Basic Profile approved by the School Head as of April 30, 2024, this shall be the basis of the data to be encoded in the List of Teachers Per Subject Area of Specialization for S.Y. 2023-2024 updated as of May 14, 2024.

4. All identified Administrative Officers II are encouraged to bring laptops and extension cords to be used during the process.



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5. Transportation and incidental expenses of personnel concerned shall be chargeable against School MOOE subject to the usual accounting and auditing rules and regulations.
6. All identified Administrative Officers II are directed to update the Online Summary of List of Teachers Per Subject Area of Specialization for S.Y. 2023-2024 on or before May 21, 2024.
7. The submitted List of Teachers Per Subject Area of Specialization shall be duly signed by the School Head in five (5) copies with one (1) copy of School Head Approved School Form 7 (SF7)-School Personnel Assignment List and Basic Profile of each school as of April 30, 2024 in a one (1) long size white folder fastened on the side.
8. This shall be submitted to the Administrative Section c/o Ms. Raiza Mae E. Boidios, AO II and Mr. Kari Paoio D. Fernandez, ADAS VI on or before May 31, 2024, an electronic copy shall also be uploaded through this link, <https://bit.ly/3WlFayX>.
9. Enclosed is the template of the List of Teachers Per Subject Area of Specialization for reference.
10. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CSO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

POSITION RECORDS
REQUIREMENTS

RMB/DM- orientation on the encoding of list of teachers per subject area of specialization for s.y. 2023-2024
0000/April 26, 2024



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