



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

29 Jul 2024

DIVISION MEMORANDUM
OSDS No. **127**, s. 2024

LIST OF ADDITIONAL TEACHING PERSONNEL PROMOTED THROUGH
RECLASSIFICATION

To: This Division
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. Please be informed that this Division has received Notice of Organization, Staffing and Compensation Action (NOSCA) No. 1202024-06-015 dated June 18, 2024 to cover 4 (Elementary and Secondary Teaching Positions) requested for ERF Reclassification.
2. Enclosed is the List of Additional Teaching Personnel Promoted through Reclassification
3. An additional List of Recommendees is still in process.
4. In reference to Civil Service Commission's 2017 **Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA) (Revised July 2018)**, the identified Reclassified Personnel shall submit the following documentary requirements for the processing of appointment:
 - A. Oath of Office (CS Form No. 32 revised 2017) (3 original copies)
 - B. Position Description Form (DBM-CSC Form No. 1 revised 2017) (3 originals copies)
 - C. Certification of Assumption to Duty (CS Form No. 4 s. 2017) (3 original copies)
 - D. Personal Data Sheet (Form 212 revised 2017) (3 original copies)
 - a. Work Experience Sheet (fresh signatures)
 - b. ID Photo (Original)
 - c. Subscribed & Sworn
 - d. Signature of Applicant per page & Thumbmark (fresh signatures)
 - e. Completely & Correctly Filled Up
 - E. PRC Rating (3 photocopies)
 - F. PRC ID/CS Eligibility (1 original authenticated, 2 photocopies)
 - G. Transcript of Records (TOR) with CAV (3 photocopies)
 - H. Special Order (If Applicable)



Address: Alunan Avenue, Koronadal City, South Cotabato 9506

Telephone Number: (083)228-3801

Email Address: south_cotabato@deped.gov.ph



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- I. Medical Certificate (Form 211 revised 2017) w/ six (6) attachments:
 - a. Blood Test
 - b. Urinalysis
 - c. Chest X-ray
 - d. Drug Test
 - e. Neuro-Psychiatric Examination
 - J. Sworn Statement of Assets, Liabilities and Net Worth (SALN)
NOTE: 1 original notarized, 2 photocopies
 - K. Birth Certificate (3 Photocopies)
 - L. NBI Clearance (1 original copy, 2 photocopies)
 - M. Marriage Certificate (If Married) (1 original, 2 photocopies)
 - N. TIN # (Received BIR Form 1902 July 2008 (ENCS) (1 photocopy)
 - O. Latest Payslip
5. These documentary requirements can be downloaded from this link <https://bit.ly/4bKPdSC> and shall be submitted in three (3) sets (1 original copy and 2 photocopies) compiled in three (3) separate long expandable green folders.
6. Documentary requirements for appointment shall be submitted to the respective district/school Administrative Officers II on or before **August 02, 2024**.
7. The Administrative Officer II shall pre-evaluate the documentary requirements for appointment using the AO II Appointment Checklist available in the link and shall submit the pre-evaluated documentary requirements for appointment to the Division Office Records Section on or before **August 07, 2024**.
8. Travelling expenses of the Administrative Officers II during submission of the pre-evaluated documentary requirements for appointment shall be chargeable against Division MOOE subject, to the usual accounting and auditing rules and regulations.
9. For any inquiries, please contact Nerie H. Tresbe, Administrative Officer IV at telephone no. 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.
10. Immediate dissemination of this memorandum is desired.

LEONARDO M. BALALA, CESO V
Schools Division Superintendent



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Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index under
the following subjects:

APPOINTMENT PROMOTIONS
REQUIREMENTS

KDF/DM- list of additional teaching personnel promoted through reclassification
0000/July 29, 2024



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Enclosure to DM OSDS No. 127 s. 2024

**LIST OF ADDITIONAL TEACHING PERSONNEL PROMOTED THROUGH
RECLASSIFICATION**

ELEMENTARY-TEACHER 2 AND 3

NO.	NAME	PREVIOUS POSITION	RECLASSIFIED POSITION	SCHOOL	DISTRICT
1	MATEO, ALMA FORMOSO	TEACHER I	TEACHER II	CARIAGA-MERCADO ES	TAMPAKAN 3

SECONDARY-TEACHER 2 AND 3

NO.	NAME	PREVIOUS POSITION	RECLASSIFIED POSITION	SCHOOL	DISTRICT
1	PIMENTEL, ANABELLE INGRID POLICARPIO	TEACHER I	TEACHER III	LANDAN NHS	POLOMOLOK 3
2	ROTOR, JAY	TEACHER II	TEACHER III	KABLON NHS	TUPI 1
3	TUBO, ALELIE TABUCARA	TEACHER I	TEACHER III	LAKE Soluton IS	LAKE SEBU 1



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