



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

May 27, 2025

**ADVISORY TO DIVISION MEMORANDUM NO. 137, s. 2025**

**Re: ORIENTATION ON THE ACCOMPLISHMENT OF PERTINENT PAPERS  
FOR APPOINTMENT DUE TO THE RECLASSIFICATION OF ITEMS (2025,  
BATCH 2)**

**To:** Public Schools District Supervisors  
Elementary and Secondary School Heads  
Concerned Teachers

1. This is to announce to the field of the list of additional appointees called for the Orientation on the Accomplishment of Pertinent Papers for Appointment due to the Reclassification of Items as per Notice of Organization, Staffing and Compensation Action (NOSCA) Number 0502025-05-024 dated May 16, 2025.
2. All appointees are required to bring the following during the orientation:
  - a) Laptop
  - b) Extension Cord (if any)
  - c) black or blue ballpen
  - d) correction tape
  - e) 1 copy of duly accomplished PDS (not notarized)
3. All appointees are also advised to download the following forms (soft copies) from the CSC Official Website (<https://www.csc.gov.ph/downloads/2017-oraohra>) or from the HRMO Google Drive (<https://bit.ly/HRMOGDrive>):
  - a) MS Excel format of the CSC Form 212 Revised 2017 (Personal Data Sheet)
  - b) MS Word format of the Work Experience Sheet (Attachment to CSC Form No. 212)



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4. The Position Description Form and Oath of Office shall be provided at the venue.
5. Attached as **Annex A** is the list of appointees and the schedule of orientation.
6. For information and compliance.

**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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**Annex A**

NO.	SCHEDULE	NAME OF INCUMBENT	PSIPOP	POSITION TITLE	ITEM NUMBER
1	May 29, 2025 @ 8 am	AYENDE, ARLENE ENCELA	ELEMENTARY	TEACHER III	OSEC-DECSB-TCH3-392180-2025
2	May 29, 2025 @ 8 am	BARRO, MARY ANN SACATINTO	MAGALLANES NHS	TEACHER III	OSEC-DECSB-TCH3-392189-2025
3	May 29, 2025 @ 8 am	CABER, ROWEL ESPADERO	MAGALLANES NHS	TEACHER III	OSEC-DECSB-TCH3-392188-2025
4	May 29, 2025 @ 8 am	CATAMORA, IVY LIANN GIPAYA	ELEMENTARY	TEACHER III	OSEC-DECSB-TCH3-392179-2025
5	May 29, 2025 @ 8 am	DAPYAWIN, GERALDINE MAE BRIN	BARCELONA NCHS	TEACHER III	OSEC-DECSB-TCH3-392187-2025
6	May 29, 2025 @ 8 am	DOMETTITA, JOPHEL ESQUILLO	KINDERGARTEN	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390050-2025
7	May 29, 2025 @ 8 am	ENCINARES, ROSARIO ERVAS	ELEMENTARY	TEACHER III	OSEC-DECSB-TCH3-392182-2025
8	May 29, 2025 @ 8 am	ESTOCADO, ANDREA KRISTINE GERES	GUBAT NHS	HEAD TEACHER III	OSEC-DECSB-HTEACH3-390196-2025
9	May 29, 2025 @ 8 am	GAUFO, MARK RYAN GALON	STA. MAGDALENA NHS	TEACHER III	OSEC-DECSB-TCH3-392184-2025
10	May 29, 2025 @ 8 am	GIMPAO, CLEOMAE BALDERAMA	GALLANOSA NHS	TEACHER III	OSEC-DECSB-TCH3-392186-2025
11	May 29, 2025 @ 8 am	GITA, KAILAH GOLOC	GALLANOSA NHS	TEACHER III	OSEC-DECSB-TCH3-392185-2025
12	May 29, 2025 @ 8 am	MALEJANA, SALVE DOLLENTES	PRIETO DIAZ NHS	TEACHER III	OSEC-DECSB-TCH3-392190-2025
13	May 29, 2025 @ 8 am	MALLAPRE, JOY LOPER	ELEMENTARY	TEACHER III	OSEC-DECSB-TCH3-392181-2025
14	May 29, 2025 @ 8 am	SALVADOR, CARMINA NOPRE	BANUANG GURANG NHS	TEACHER III	OSEC-DECSB-TCH3-392183-2025