



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

November 16, 2022

NOTICE OF APPROVED RECLASSIFICATION

In pursuant to the provisions set forth by the Department of Education please be informed that these applications for reclassification have been approved by the Department of Budget and Management.

The approved reclassification may only be implemented upon submission of the **complete documents** for the appointment.

ELEMENTARY			
NO	NAME	CURRENT POSITION	RECLASS POSITION
1	ROMERA, DAISYRE	TEACHER I	TEACHER III
2	RIVAS, CHARRY	TEACHER I	TEACHER III
3	PASAPORTE, MARICHU	TEACHER I	TEACHER II
4	BLANDO, MICHEAL	TEACHER I	TEACHER II
5	VELAYO, MAYLENE	TEACHER I	TEACHER III

JUNIOR HIGH SCHOOL			
MUNTINLUPA BUSINESS HIGH SCHOOL			
NO	NAME	CURRENT POSITION	RECLASS POSITION
1	BUDIONGAN, RACHEL	TEACHER I	TEACHER II
2	TRIA, JOAN RACHEL	TEACHER I	TEACHER II
3	RONGAVILLA, ALCER	TEACHER I	TEACHER II
4	QUEZADA, RACHELLE	TEACHER I	TEACHER II
5	MALLORCA, MARY RHINE	TEACHER I	TEACHER II
6	SALIGUMBA, MAUREEN	TEACHER I	TEACHER II
7	TRINIDAD, RAYNOLD	TEACHER I	TEACHER II
8	BALISI, FARRISH	TEACHER I	TEACHER III

UN-397-2022



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 805-9935, (02) 805 - 9940
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JUNIOR HIGH SCHOOL			
NO	NAME	CURRENT POSITION	RECLASS POSITION
MUNTINLUPA SCIENCE HIGH SCHOOL			
9	BALBASTRO, MIKAEL	TEACHER I	TEACHER II
10	LIPA, RAYMOND	TEACHER I	TEACHER II
LAKEVIEW INTEGRATED SCHOOL			
11	SUDARIO, GLORILYN	TEACHER I	TEACHER II
TUNASAN NATIONAL HIGH SCHOOL			
12	SALANDARAN, EDWIN	TEACHER I	TEACHER II
13	PERTES, JOSE	TEACHER I	TEACHER II
MUNTINLUPA NATIONAL HIGH SCHOOL			
14	RARO, MICHELLE	TEACHER I	TEACHER III
PEDRO E. DIAZ			
15	NAMORA, JOCELYN	TEACHER II	TEACHER III

The pertinent papers must be pre-evaluated first by the Administrative Officer II/HR in-charge of the school. Attached is the list of requirements for submission to the Division Personnel Unit not later than **December 15, 2022**.

The copy of the Approved ERF Folder and NOSCA will be endorsed to your school Administrative Officer II/HR in-charge.

For your information and compliance of all concerned.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent



**Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE
City of Muntinlupa**

Checklist in the submission of pertinent papers for Reclassification

Name of Applicant: _____

Date submitted: _____

Position: _____

No.	List of Documents	Original (Folder 1)	Photocopies (Folder 2)	Photocopies (Folder 3)
1	Indorsement Letter with Checklist from Administrative Officer II/HR Representative of School	1	0	0
2	Nosca (Notice of Organization , Staffing & Compensation Action) - Photocopy c/o HR of School	1	1	1
3	Position Description Form (PDF) c/o HR of School	3	0	0
4	Form 212 (PDS) - Computerized	3	0	0
5	PRC Authenticated Professional License	3	0	0
6	PRC Authenticated Report of Rating- (LET-Rating)	3	0	0
7	First Day of Service/ Assumption of Duty signed by School Head	3	0	0
8	Form 32 (OATH)	3	0	0
9	Form 211 Medical Certificate (all result of examination must be attached) with documentary stamp, Certified by Government Physician - Blood Test - Drug Test - Urinalysis - Chest X - Neuro-Psychiatric Examination (if Necessary)	1	1	1
10	Notarized Assets and Liabilities - Photocopy	1	1	1
11	Transcript of Record Certified by the School Registrar (Bachelors & MA)	1	1	1
12	Updated Service Record or Certificate of Employment	1	1	1
13	Marriage Contract - (Original PSA)	1	1	1
14	Birth Certificate (if Single) (Original PSA)	1	1	1
15	Previous Appointment - Photocopy	1	1	1
16	Latest IPCRF/OPCRF (Outstanding or Very Satisfactory)	1	1	1

Received By: _____

Remarks: _____