



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

DEC 20 2022

December 16, 2022

NOTICE OF APPROVED RECLASSIFICATION

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 of the following teachers:

JUNIOR HIGH SCHOOL			
TUNASAN NATIONAL HIGH SCHOOL			
NO	NAME	CURRENT POSITION	RECLASS POSITION
1	LIBUTAN, MARA A.	TEACHER I	TEACHER II
2	MANZANILLO, JAMIE C.	TEACHER I	TEACHER II
3	OBRERO, CICELIA BETITA	TEACHER I	TEACHER II
4	SAJOCA, RENALYN ORCENO	TEACHER I	TEACHER II
5	BUCALOY, MARY JOY D.	TEACHER I	TEACHER III
6	CAJANO, JOHN WILLIAM B.	TEACHER I	TEACHER III
7	CARIÑO, MISCHELLE M.	TEACHER I	TEACHER III
8	PARRABA, MA. LUISA C.	TEACHER I	TEACHER III
9	PEÑARANDA, AILEEN C.	TEACHER I	TEACHER III
LAKEVIEW INTEGRATED SCHOOL			
10	VAGALLON, JOMAR B.	TEACHER II	TEACHER III





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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 28, 2022 – 12:00 NN**. Failure to provide the complete documents by the deadline will result a rescheduling of the submission, that will cause delaying of the appointment.

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

For information and compliance of all concerned.

For:

CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

By:

NERISSA ROXAS LOMEDA PhD
OIC- Assistant Schools Division Superintendent
Officer-In-Charge

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Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 805-9935, (02) 805 - 9940
sdo.muntinlupa@gmail.com



**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	(Folder 1)	(Folder 2)	(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 * One (1) Authenticated Copy * Two (2) Photocopies	3	0	0
6	PRC Authenticated Report of Rating- (LET-Rating) * One (1) Authenticated Copy * Two (2) Photocopies	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 - Photocopies	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: _____