



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

APPROVED RECLASSIFICATION FORM FOR TEACHING POSITIONS (RFTP)

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. The Schools Division Office of Muntinlupa informs the field of the List of Teachers with Approved Reclassification Form for Teaching Positions (RFTP) with NOSCA in Elementary level.
2. Attached are as follows:
 - Enclosure 1 – List of Teachers with Approved Reclassification Form for Teaching Positions (RFTP) with NOSCA (ELEMENTARY)
 - Enclosure 2 – List of Requirements
3. The requirements must be checked by the School Administrative Officer II/School HR-in-Charge and submitted to the Division Personnel Unit not later than June 5, 2026. Late submission may cause delays in processing appointments.
4. For further queries and information please contact the Division Personnel Unit through its email address at **recruitment.sdomuntinlupa@deped.gov.ph**
5. Immediate dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: as stated.
To be indicated in the Perpetual of Index
under the following subjects:

RECLASSIFICATION PROMOTION APPOINTMENT

AMF/DM - APPROVED RECLASSIFICATION FORM FOR TEACHING POSITIONS (RFTP)_BATCH2
202/May 14, 2026

UN-2026-202



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
84237560, 84237561, 84237562
sdo.muntinlupa@gmail.com / sdo.muntinlupa@deped.gov.ph
deped-muntinlupa.com

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List of Teachers with Approved RFTP with NOSCA (JHS)

No.	NAME	SCHOOL	FROM	TO
1	ROMULO VILLADOLIN MALATE	AES	TEACHER I	TEACHER III
2	AMIELYN ASPA DIG	BESM	TEACHER III	TEACHER VI
3	VONNEL MANALAYSAY FENIS	BESM	TEACHER I	TEACHER III
4	MARIA EDEL APOLINARIO VICENTE	BSES	TEACHER III	TEACHER VI
5	PATRICK JOHN CUSI ZAMORA	BSES	TEACHER III	TEACHER VI
6	MARY ROSE MUEGA NASALGA	BULI	TEACHER I	TEACHER III
7	FRITZIE MACAPUNO LORICA	BULI	TEACHER II	TEACHER III
8	NILDA DIONEDA DESTACAMENTO	CESM	TEACHER III	TEACHER VI
9	DIANNE ANGELES PIANO	CESM	TEACHER I	TEACHER III
10	GLECY MALINAO MENDOZA	CESM	TEACHER I	TEACHER III
11	KATHERINE JOYCE LOPENA SALACUP	CESM	TEACHER III	TEACHER VI
12	JACINTO BULAN TALLUD	CESM	TEACHER III	TEACHER VI
13	DIONA LYNE PAGTALUNAN NAVA	CESM	TEACHER III	TEACHER VI
14	LOURDES ALSAYBAR ALIPARO	CESM	TEACHER I	TEACHER III
15	LYNETH TALABIS LOPENA	CESM	TEACHER I	TEACHER III
16	MARVIN MAYOR RIONDA	CESM	TEACHER I	TEACHER III
17	ROYLYN TIAGA REYES	CESM	TEACHER I	TEACHER III
18	MERLINDA S. CALPO	CESM	TEACHER III	TEACHER VI
19	ADONIS S. VILLAR	CESM	TEACHER II	TEACHER V
20	GLENDA BORINGOT CAPILLA	CESM	TEACHER I	TEACHER III
21	SONAYAH BAONGA PANGANTING	CESM	TEACHER I	TEACHER III
22	JENNIFER CUMALEGRE DELGADO	CESM	TEACHER I	TEACHER III
23	FRETZEL CASTOR PASION	CESM	TEACHER I	TEACHER III
24	LENIE ROSE MADRID MARIANO	CESM	TEACHER III	TEACHER VI
25	ROSSEL ANDREA YOLOLA DIVINA	CESM	TEACHER III	TEACHER VI
26	ERLIE ABARCA MANZO	CESM	TEACHER III	TEACHER VI
27	MARICEL RAMIRO MUNCADA	F. DE MESA	TEACHER III	TEACHER V
28	CYNTIA BARTOLO BALLA	IES	TEACHER III	TEACHER VI
29	JAQUELINE B. ARGAME	LIS-ELEM	TEACHER I	TEACHER III
30	MARIBEL GAMUZARAN GONZAGA	MES	TEACHER III	TEACHER VI
31	CHARLENE ABAT MEDINA	MES	TEACHER III	TEACHER VI
32	JANICE DESTURA SUITADO	MES	TEACHER III	TEACHER VI
33	CRISTEL MOROTA VERZOSA	MES	TEACHER III	TEACHER VI
34	MARY GRACE GRAVADOR TOLIBAS	PES	TEACHER I	TEACHER III
35	JOLINA A. YMASA	PES	TEACHER II	TEACHER III
36	EUJEN FRANCISCO PLACIO	PES	TEACHER I	TEACHER III
37	GLENDA DIVINA CLEDERA	PES	TEACHER III	TEACHER VI
38	JOSEFA JETOMO ENGRACIA	POBES	TEACHER III	TEACHER V
39	MARY JOY SILO SAN PEDRO	SESM	TEACHER II	TEACHER V
40	CRISTINA CASTILO TUSCANO	SESM	TEACHER I	TEACHER III
41	GINALIE CAISIP VECIDO	SESM	TEACHER III	TEACHER VI
42	DINA MARFIL OLAVARIO	SHES	TEACHER III	TEACHER VI
43	THERESA LUMEN SEGARINO	SUCAT ZONE 3	TEACHER II	TEACHER V
44	CHANDA BALMES MABUTAS	BES UNIT 1	TEACHER III	TEACHER VI
45	MARILOU PALMA DE LUNA	BES UNIT 1	TEACHER III	TEACHER VI

*****Nothing Follows*****

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

LIST OF REQUIREMENTS FOR RECLASS AND PROMOTION

No.	List of Documents	(Folder 1)	(Folder 2) (Photocopy)	Remarks
1	Endorsement Letter with Checklist from Administrative Officer II/HR Representative of School	1 (Original)	0	
2	Position Description Form (PDF) c/o HR of School	3 (Original)	0	
3	Work Experience Sheet - Computerized	3 (Original)	0	
4	Form 212 Revised 2025 (PDS) - Computerized	3 (Original)	0	
5	Proof of Eligibility (any of the following) a. PRC ID (original copy, photocopy, scanned copy, authenticated copy, CTC) b. Certificate of Rating (original copy, CTC, photocopy, authenticated copy, scanned copy)	3 copies	0	
6	First Day of Service/ Assumption of Duty Revised 2025 c/o School HR	3 (Original)	0	
7	Form 32 Revised 2025(OATH) c/o School HR	3 (Original)	0	
8	Form 211 Revised 2025 Medical Certificate (all result of examination must be attached) Certified by Government or Private Physician - Blood Test - Drug Test - Urinalysis - Chest X-ray	1 (Original)	1	
9	Statement of Assets, Liabilities, and Net Worth (SALN) Form - Photocopy	1 (Photocopy)	1	
10	Transcript of Record Certified by the School Registrar (Bachelors & MA)	1 (Original CTC)	1	
11	Updated Service Record or Certificate of Employment	1 (Original)	1	
12	Marriage Contract - (Original PSA)	1 (Original)	1	
13	Birth Certificate (if Single) (Original PSA)	1 (Original)	1	
14	Birth Certificate Minor Children (2 pcs.) - Photocopies	1 (Photocopy)	1	
15	NCII/ NCIII/ TMC (if applicable)	1 (Original)	1	
16	Previous Appointment - Photocopy	1 (Photocopy)	1	
17	Latest IPCRF/OPCRF	1 (Original) 1 (Photocopy)	1	
18	Leave Card: Signed by the school head (if reassigned to new station)	1 (Original)	1	
19	Certification of Leave Credits (if reassigned to new station)	1 (Original)	1	
20	For Natural Vacancy Promotion Ranking - c/o HR DO	1 (Photocopy)	1	
21	If Reclass Nosca (Notice of Organization , Staffing & Compensation Action) - Photocopy c/o HRDO	1 (Original)	1	

Received By: _____

Remarks: _____