



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

MAY 20 2026

**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 announces the list of Junior High School teachers with approved Reclassification Forms for Teaching Positions (RFTP) who are currently awaiting the issuance of the Notice of Organization, Staffing and Compensation Action (NOSCA).
2. Attached are as follows:
  - Enclosure 1 – List of JHS Teachers with Approved RFTP Awaiting NOSCA
  - 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)\_BATCH4  
206/May 18, 2026

UN-2026-206

**Enclosure 1**

**List of JHS Teachers with Approved RFTP Awaiting NOSCA**

<b>No.</b>	<b>NAME</b>	<b>SCHOOL</b>	<b>FROM</b>	<b>TO</b>
1	AILEEN MERCADO USON	LIS- JHS	TEACHER I	TEACHER IV
2	JENNIELYN VELASQUEZ BOMBASI	LIS- JHS	TEACHER II	TEACHER V
3	RONA AVESTRUZ MALINAO	LIS- JHS	TEACHER I	TEACHER IV
4	TWILA KRIS LICERIO DALIDA	LIS- JHS	TEACHER I	TEACHER III
5	PAMELA HILAPO GALVEZ	LIS-JHS	TEACHER I	TEACHER IV
6	JOHN PAULO BLASQUILLO LOZADA	LIS-JHS	TEACHER I	TEACHER III
7	CHRISTOPHER ABOBO CALAPANO	MBHS	TEACHER III	TEACHER V
8	RACHELLE PRADO PISTAN	MBHS	TEACHER III	TEACHER V
9	GENEVIC PAUNIL DESALUNA	MBHS- MAIN	TEACHER I	TEACHER IV
10	MICHAEL CABIAL	MBHS- MAIN	TEACHER I	TEACHER IV
11	NERRIZA BUYAN PRAJES	MBHS- MAIN	TEACHER I	TEACHER III
12	EDDIE IDANAN VILLAMOR	MBHS-MAIN	TEACHER II	TEACHER IV
13	RUTH LOPEZ VALENZUELA	MBHS-MAIN	TEACHER I	TEACHER IV
14	RONWARD JAVIER NAÑEZ	MBHS-MAIN	TEACHER I	TEACHER III
15	ENEN AGUILAR MEDINA	MBHS-MAIN	TEACHER I	TEACHER III
16	ANABEL BAÑARES SINCERO	MNHS-JHS	TEACHER III	TEACHER V
17	LYNETTE LEONES MACADAG-UM	MNHS-JHS	TEACHER I	TEACHER III
18	ANALIZA BALBAGUIO TACLAS	PEDHS	TEACHER III	TEACHER IV
19	RAYMOND BAUTISTA MATEO	PEDHS	TEACHER III	TEACHER V
20	MARIA SALLY GUNDAYAO MARINAS	PEDHS	TEACHER III	TEACHER V
21	MYRA LOREMIA NAMORO	PEDHS	TEACHER II	TEACHER V
22	BRYAN MAYMAY RUIZ	PEDHS	TEACHER III	TEACHER V
23	ROSEMARIE ABELIDA ORONGAN	PEDHS	TEACHER III	TEACHER V
24	MARCYDITA DUMANLANG GULFAN	PEDHS	TEACHER III	TEACHER V
25	MARILIT GREGORIO MUCHO	PEDHS	TEACHER I	TEACHER III
26	MARICAR MANLOCTAO DELOS SANTOS	PEDHS	TEACHER II	TEACHER IV
27	JERALINE LAVARIAS CARLOS	PNHS	TEACHER III	TEACHER V
28	BENNY PANCHO ABENDAÑO	PNHS	TEACHER III	TEACHER IV
29	JEAN MAGBANUA REYES	PNHS	TEACHER I	TEACHER IV
30	ANN KAREN GUOTANA MILANTE	PNHS	TEACHER I	TEACHER IV
31	JELLI SAN JOSE ARANDIA	PNHS	TEACHER I	TEACHER IV
32	JAYSON DE CASTRO	PNHS	TEACHER I	TEACHER III
33	CICELIA BETITA OBRERO	TNHS-JHS	TEACHER II	TEACHER V
34	ROMAR RAÑOLA BAMBA	TNHS-JHS	TEACHER II	TEACHER V
35	JANET VILLAMOR ASCAÑO	TNHS-JHS	TEACHER I	TEACHER III
36	CATHERINE HOPE CAMANCHO CAYER	TNHS-JHS	TEACHER I	TEACHER IV
37	ROWENA GUTIERREZ FIGURACION	TNHS-JHS	TEACHER I	TEACHER III
***** <b>Nothing Follows</b> *****				

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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) <b>c/o HR of School</b>	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. <b>PRC ID</b> (original copy, photocopy, scanned copy, authenticated copy, CTC) b. <b>Certificate of Rating</b> (original copy, CTC, photocopy, authenticated copy, scanned copy)	3 copies	0	
6	First Day of Service/ Assumption of Duty Revised 2025 <b>c/o School HR</b>	3 (Original)	0	
7	Form 32 Revised 2025(OATH) <b>c/o School HR</b>	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 <b>Certified</b> 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 <b>IPCRF/OPCRF</b>	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 <b>c/o HRDO</b>	1 (Original)	1	

Received By: \_\_\_\_\_

Remarks: \_\_\_\_\_