



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

**APPROVED RETITLING OF THE POSITIONS NON-CONFORMING WITH THE
EXPANDED CAREER PROGRESSION TEACHING POSITIONS**

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 request for Retitling with NOSCA.
2. Attached are as follows:
 - Enclosure 1 – List of Teachers with Approved Request for Retitling
 - 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 July 23, 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:

RETITLING

APPOINTMENT

AMF/DM - APPROVED RETITLING OF THE POSITIONS NON-CONFORMING WITH THE EXPANDED CAREER PROGRESSION TEACHING POSITIONS

286/July 13, 2026

UN-2026-286



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

List of Teachers with Approved Request for Retitling

No.	NAME	SCHOOL	FROM	TO
1	MARCELO N. ARGANA	MUNTINLUPA ELEMENTARY SCHOOL	SPECIAL EDUCATION TEACHER I	TEACHER IV (SNED T-I)
2	CARLO L. LORZANO	MUNTINLUPA ELEMENTARY SCHOOL	SPECIAL EDUCATION TEACHER I	TEACHER IV (SNED T-I)
3	LYBIAN A. LAGUIDAO	MUNTINLUPA ELEMENTARY SCHOOL	SPECIAL EDUCATION TEACHER I	TEACHER IV (SNED T-I)
4	LORALEE C. DE JESUS	MUNTINLUPA ELEMENTARY SCHOOL	SPECIAL EDUCATION TEACHER I	TEACHER IV (SNED T-I)
5	MERLINDA G. DEJECACION	ITAAS ELEMENTARY SCHOOL	SPECIAL EDUCATION TEACHER I	TEACHER IV (SNED T-I)
6	MELIZA M. VILLANUEVA	ITAAS ELEMENTARY SCHOOL	SPECIAL EDUCATION TEACHER I	TEACHER IV (SNED T-I)
7	MAE ANNE M. MAGNO	ITAAS ELEMENTARY SCHOOL	SPECIAL EDUCATION TEACHER I	TEACHER IV (SNED T-I)
8	MA. KATRINA F. REMPILO	ITAAS ELEMENTARY SCHOOL	SPECIAL EDUCATION TEACHER I	TEACHER IV (SNED T-I)
9	CLARIZA JOY P. MANALO	ITAAS ELEMENTARY SCHOOL	SPECIAL EDUCATION TEACHER I	TEACHER IV (SNED T-I)
10	JESSIE VON C. RODRIGUEZ	MUNTINLUPA NATIONAL HIGH SCHOOL	SPECIAL EDUCATION TEACHER I	TEACHER IV (SNED T-I)
11	JOVEN Y. REYES	TUNASAN NATIONAL HIGH SCHOOL	SPECIAL SCIENCE TEACHER I	TEACHER III (SST-I)
12	JOHN BERT D. LAZARO	CUPANG SENIOR HIGH SCHOOL	SPECIAL SCIENCE TEACHER I	TEACHER III (SST-I)
13	KASHMIRA B. SANTOS	MUNTINLUPA NATIONAL HIGH SCHOOL	SPECIAL SCIENCE TEACHER I	TEACHER III (SST-I)
14	MARRY MAR T. ARELLANO	MUNTINLUPA NATIONAL HIGH SCHOOL	SPECIAL SCIENCE TEACHER I	TEACHER III (SST-I)
15	JAIRUS MARK VIRAY	CUPANG SENIOR HIGH SCHOOL	SPECIAL SCIENCE TEACHER I	TEACHER III (SST-I)
16	PAUL ALDEN S. ACUIN	MUNTINLUPA BUSINESS HIGH SCHOOL	HEAD TEACHER III	TEACHER VI (HT-III)
17	KRIZA OROLFO ACASIO	SOLDIERS' HILLS ELEMENTARY SCHOOL	SPECIAL EDUCATION TEACHER I	TEACHER IV (SNED T-I)
18	CORAZON G. AMBROCIO	SOLDIERS' HILLS ELEMENTARY SCHOOL	SPECIAL EDUCATION TEACHER III	TEACHER VI (SNED T-III)
19	JAY VIE D. DOMENS	ALABANG ELEMENTARY SCHOOL	SPECIAL EDUCATION TEACHER I	TEACHER IV (SNED T-I)
20	CINDY S. VASQUEZ	ALABANG ELEMENTARY SCHOOL	SPECIAL EDUCATION TEACHER I	TEACHER IV (SNED T-I)
21	JOSIELYN S. LUBAO	ALABANG ELEMENTARY SCHOOL	SPECIAL EDUCATION TEACHER I	TEACHER IV (SNED T-I)
22	BEMAR T. VICENTE	ALABANG ELEMENTARY SCHOOL	SPECIAL EDUCATION TEACHER I	TEACHER IV (SNED T-I)
23	RICHELL A. NORO	ALABANG ELEMENTARY SCHOOL	SPECIAL EDUCATION TEACHER I	TEACHER IV (SNED T-I)
24	JOANNE P. MANALO	ALABANG ELEMENTARY SCHOOL	SPECIAL EDUCATION TEACHER I	TEACHER IV (SNED T-I)
*****NOTHING FOLLOWS*****				

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

LIST OF REQUIREMENTS FOR RETITLE

No.	List of Documents	(Folder 1)	(Folder 2) (Photocopy)	Remarks
1	Endorsement Letter signed by the School Head	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) (if applicable) b. Certificate of Rating (original copy, CTC, photocopy, authenticated copy, scanned copy) c. CSC Professional/Subprofessional Eligibility (original copy, CTC, photocopy, authenticated copy, scanned copy) (if applicable)	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	

Received By: _____

Remarks: _____