



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 August 28, 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.

For:

VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

By:


MA. REGAEL A. OLARTE
Chief Education Supervisor
Officer-in-Charge

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_B2

332/August 24, 2026

UN-2026-332

List of Teachers with Approved Request for Retitling

No.	NAME	SCHOOL	FROM	TO
1	CRIZALDY G. BOLAÑOS	MUNTINLUPA BUSINESS HIGH SCHOOL	HEAD TEACHER II	TEACHER V
2	JESMAR Q. TUTING	CUPANG SENIOR HIGH SCHOOL	SPECIAL SCIENCE TEACHER I	TEACHER III (SST-I)
3	NELIA G. ABEJAR	MUNTINLUPA NATIONAL HIGH SCHOOL	HEAD TEACHER VI	MASTER TEACHER II
4	IMELDA A. OZARAGA	MNHS (DETAILED SSHS)	HEAD TEACHER III	TEACHER VI
5	LENIE ROSE S. PORRAS	SOLDIERS HILLS 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: _____