



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
NO. _____	TIME: 5:26 PM
BY: _____	DATE: DEC 23 2025
RELEASED	

December 23, 2025

DIVISION MEMORANDUM
NO. **668**, s. 2025

LIST OF APPROVED RECLASSIFICATION FOR APPOINTMENT (TEACHER II, TEACHER III, TEACHER IV, TEACHER V & TEACHER VI) FY 2025

To : **Asst. Schools Division Superintendent**
Division Chiefs and Unit Heads
All Education Supervisors and District Supervisors
All School Heads
All Administrative Officers
All Others Concerned
This Division

1. The field is hereby informed on the List of Approved Reclassification for Appointment (Teacher II, Teacher III, Teacher IV, Teacher V and Teacher VI Positions) FY 2025.
2. All listed personnel are instructed to submit their pertinent papers for the issuance of CSC appointment on or before **January 9, 2026**.
3. The effectivity date of Reclassification appointment is subject to complete submission of pertinent documents.
4. Please see attached enclosure for the list of concerned personnel.
5. School Heads, School and District AOs are directed to assist the concerned teachers on the preparation of their pertinent papers and ensure 100% submission as part of your respective KRAs.
6. Immediate and widest dissemination is enjoined.

VIRGILIO P. BATAN, JR. CESO V
Schools Division Superintendent

Encl: As stated

To be indicated in the Perpetual Index under the following subjects:
ERF CONVERSION RECLASSIFICATION

ZS-DM-OSDS-PER-2025-12-097-0
RRAR202501223



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Enclosure No. 1 to Division Memorandum No. ____ s. 2025

No.	NAME	SCHOOL/DISTRICT	NEW POSITION TITLE
1	SARIPA, OISHI ENGCONG	BUUG DISTRICT	TEACHER II
2	ROMANILLOS, JANELLE NALZARO	BUUG DISTRICT	TEACHER IV
3	AGUITONG, NORMA MALAGUM	BUUG DISTRICT	TEACHER IV
4	MONILAR, YOLLY CABAUG	BUUG DISTRICT	TEACHER IV
5	ABRIA, JONNAH FAITH AMANTE	BUUG DISTRICT	TEACHER VI
6	BULETIC, MARIBETH MATUGAS	BUUG DISTRICT	TEACHER VI
7	UBA, JENNIFER SANCHEZ	BUUG DISTRICT	TEACHER VI
8	ABELARDE, IMELDA SALDIVAR	BUUG DISTRICT	TEACHER VI
9	SAJULGA, EMELYN ADELANTE	BUUG DISTRICT	TEACHER V
10	CASAMAYOR, RONELENE SONGCUYA	BUUG DISTRICT	TEACHER VI
11	DELOS SANTOS, SHERYL PERIDA	BUUG DISTRICT	TEACHER II
12	ALFORQUE, ROSALYN LAMOSTE	BUUG DISTRICT	TEACHER II
13	MAYANG, MARY JOY BAOC	BUUG DISTRICT	TEACHER II
14	SICOP, APRIL JOY CESAR	BUUG DISTRICT	TEACHER II
15	LOBRICO, AMY ROSE ESTREBILLO	BUUG DISTRICT	TEACHER V
16	BANGUIS, AIDA MEJOS	BUUG DISTRICT	TEACHER VI
17	MALINAO, ARIEL TUBOG	BUUG DISTRICT	TEACHER VI
18	BERMEJO, MARY CRIS CLARITO	KABASALAN NHS	TEACHER VI
19	SIMBOL, ANTHONY VILLARETE	KABASALAN NHS	TEACHER VI
20	LAMINA, SARAH MAE UDAH	KABASALAN NHS	TEACHER VI
21	CUSTODIO, MARGIELES ALIMAS	KABASALAN NHS	TEACHER VI
22	DANDA, GEMMALYN LAGRIMAS	KABASALAN NHS	TEACHER VI
23	CAMBONGA, SAMUEL AMIER	KABASALAN NHS	TEACHER VI
24	ALICAYOS, NAOMI BALDERAS	KABASALAN NHS	TEACHER VI
25	DUMAGUIT, YVONNE GRACE CALUMBA	KABASALAN NHS	TEACHER VI
26	CANTILA, LUDIMER MORADA	KABASALAN NHS	TEACHER V
27	PALACIO, EMELYN ARAMBALA	KABASALAN NHS	TEACHER VI
28	MALANG, AL ADZHAM LITOLLO	KABASALAN NHS	TEACHER VI
29	RODANAS, JANICE FAITH SALINAS	KABASALAN NHS	TEACHER VI
30	BULAY-OG, RESSME MASAYON	KABASALAN NHS	TEACHER VI
31	PANES, CECILIA ABARABAR	KABASALAN NHS	TEACHER IV
32	TOMPONG, JHIRO DIX BULLOS	FRANCISCO RAMOS NHS	TEACHER VI
33	SANCHEZ, CRISBEL PATAROQUE	KABASALAN DISTRICT	TEACHER III
34	MALINAO, JENNYPRIL DIAZ	KABASALAN DISTRICT	TEACHER III
35	ACUÑA, KIMVERLY PETALLAR	KABASALAN DISTRICT	TEACHER III
36	BARICUATRO, JOENEL MACASLING	KABASALAN DISTRICT	TEACHER III
37	VALENCIANO, JOFEX DAVE MADAHAN	KABASALAN DISTRICT	TEACHER III
38	CONSTANTINO, CARELLIE TINACO	KABASALAN DISTRICT	TEACHER II
39	CACAY, RIZEL JANE PACQUIAO	KABASALAN DISTRICT	TEACHER II
40	DANDA, ANGELICA ZAMBALES	KABASALAN DISTRICT	TEACHER IV



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REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

41	PASIOLAN, ARMARIE GRACE OBERES	KABASALAN DISTRICT	TEACHER IV
42	AHMAD, NORHATI AHMAD	KABASALAN DISTRICT	TEACHER IV
43	ANGELES, PILARDO ROMANO	KABASALAN DISTRICT	TEACHER IV
44	CANICO, JENNICEL SALADAGA	KABASALAN DISTRICT	TEACHER IV
45	IBARRA, MELDRID ESPARAGUERA	KABASALAN DISTRICT	TEACHER IV
46	GABATIN, ANALYN ARANAS	KABASALAN DISTRICT	TEACHER V
47	LUCHAVEZ, ROWENA BLANCA	KABASALAN DISTRICT	TEACHER V
48	INGGATAN, JANAINA UDAH	KABASALAN DISTRICT	TEACHER V
49	BUNGAY, MERCY CABIARA	KABASALAN DISTRICT	TEACHER V
50	ABECILLA, ANITA DAHAN	KABASALAN DISTRICT	TEACHER VI
51	MAGLINTE, MARGIE MABASOG	KABASALAN DISTRICT	TEACHER VI
52	SANTIAGO, ROSE JEAN BROBO	KABASALAN DISTRICT	TEACHER VI
53	MORILLO, JENETH SILVA	KABASALAN DISTRICT	TEACHER VI
54	ARTESANO, SHANE GORRA	KABASALAN DISTRICT	TEACHER VI
55	TAN, VILMA DEPOCETARIO	KABASALAN DISTRICT	TEACHER VI
56	NAMOCO, EMILYN LUSPO	KABASALAN DISTRICT	TEACHER VI
57	ANDUS, ERMA JALANDONE	KABASALAN DISTRICT	TEACHER VI
58	TOLORIO, GESSELLE IRISH ARANDUQUE	KABASALAN DISTRICT	TEACHER VI
59	DIVINO, GRETTEL FAITH AYUBAN	KABASALAN DISTRICT	TEACHER V
60	VALENCIA, SHERYL MONTEJO	KABASALAN DISTRICT	TEACHER VI
61	BECHAYDA, DONIZA PEJE	KABASALAN DISTRICT	TEACHER VI
62	GONZALES, MERCY MAHINAY	KABASALAN DISTRICT	TEACHER VI
63	CORNEL, JO-AN MAY ARES	KABASALAN DISTRICT	TEACHER VI
64	QUIBUYEN, LAWRENCE CANE	KABASALAN DISTRICT	TEACHER VI
65	RIZALLOSA, FLORENTE MONGCOPA	KABASALAN DISTRICT	TEACHER VI
66	MOYA, JOCY JANE SABANGAN	KABASALAN DISTRICT	TEACHER VI
67	TASIL, MARISSA RASONABLE	KABASALAN DISTRICT	TEACHER VI
68	LANZADERAS, ARMIE SABILLON	KABASALAN DISTRICT	TEACHER III
69	GEGRIMOS, ANTONIO PANGANIBAN	SURABAY NHS	TEACHER VI
70	FERNANDEZ, APRIL SYRA MADERADA	SURABAY NHS	TEACHER III
71	YANGCO, JOSE CAGATEN	SURABAY NHS	TEACHER VI
72	TEMPLADO, LEWIS ENDONG	SURABAY NHS	TEACHER VI
73	PAHILA, ANNAMAE CANICON	SURABAY NHS	TEACHER VI
74	MARTINEZ, JELLY SUAN	SURABAY NHS	TEACHER V
75	MADERADA, MYRA PANES	SURABAY NHS	TEACHER VI
76	MODILLAS, FRITZIE BELIGOLO	SURABAY NHS	TEACHER VI
77	FERNANDEZ, SHELA MARIE ARIENZA	SURABAY NHS	TEACHER VI
78	ANAMOG, EDA CASTOR	SURABAY NHS	TEACHER VI
79	DUMAUAL, RIZZA KULONG	SURABAY NHS	TEACHER IV
80	CHIONG, BEN YHAZEER SANNIE	SURABAY NHS	TEACHER V
81	GUZMAN, NICOLE RULE	SURABAY NHS	TEACHER II
82	GAYOMALI, JEANELYN TUTOR	SURABAY NHS	TEACHER VI
83	DEQUILLA JR, JAIME PEODENA	SURABAY NHS	TEACHER V



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84	ALCAZARIN, RICHEL LAYBON	SURABAY NHS	TEACHER III
85	DELA CRUZ, ROGIE MAE GUILLANO	SURABAY NHS	TEACHER VI
86	MAQUINTA, RONETTA LUBRIDO	SURABAY NHS	TEACHER IV
87	SUMALINOG, GIGI LENDIO	SURABAY NHS	TEACHER III
88	AGGALUT, MONALISA ORTEGA	SURABAY NHS	TEACHER V
89	GABONADA, RUTH GERIANE	SURABAY NHS	TEACHER V
90	SENON, MARMEL MILITANTE	SURABAY NHS	TEACHER VI
91	PAREJA, REGELYN ABAREDES	SURABAY NHS	TEACHER III
92	BELLOSILLO, MILDRED DINOY	SURABAY NHS	TEACHER III
93	SANCHEZ, CHARIE MAE HIVA	SURABAY NHS	TEACHER III
94	MORENO, PATRICIA MAE SANROY	SURABAY NHS	TEACHER III
95	FUERZAS, JAMES ANDREW FRANCISCO	SURABAY NHS	TEACHER III
96	ROXAS, STEPHANIE MAÑARA	SURABAY NHS	TEACHER VI
97	VICENTE, SOLEDAD DALIDAY	MONCHING NHS	TEACHER III
98	DIMAIN, MARK JAYSON TIMBAL	MONCHING NHS	TEACHER III
99	FERNANDEZ, SHIELA MAE DULALAS	SIAY NHS	TEACHER III
100	PANES, HEROSHE PASTER	SIAY NHS	TEACHER III
101	ABELITADO, VANESSA MONTALES	SIAY NHS	TEACHER III
102	CASAVARDE, ELENA AQUINO	MINSULAO NHS	TEACHER VI
103	CASTAÑEDA, FAX JAY BALUCAN	LAIH BATO NHS	TEACHER IV
104	ALAMPAYAN, LOLITA ARCELIZ	LAIH BATO NHS	TEACHER V
105	PARACALE, ELYMIRA DAPITAN	LAIH BATO NHS	TEACHER VI
106	PARADJI, ROLALYN MENDOZA	SIAY DISTRICT	TEACHER VI
107	TOLEDO, JULIE ANN FERNANDEZ	SIAY DISTRICT	TEACHER III
108	BEBOSO, ANGELIQUE DELFIN	SIAY DISTRICT	TEACHER III
109	DELA CRUZ, ROXANNE ROSE LABIANO	SIAY DISTRICT	TEACHER III
110	ALUCILJA, RUBELYN GERUNDIO	SIAY DISTRICT	TEACHER III
111	DURON, CYRELL JUDE DELA ROSA	SIAY DISTRICT	TEACHER II
112	POSTRERO, ARGELYN BAYOGUING	SIAY DISTRICT	TEACHER VI
113	TENERIFE, JOY MAYAGMA	SIAY DISTRICT	TEACHER VI
114	OLILA, EMELYN ORO	SIAY DISTRICT	TEACHER VI
115	ALIVAR, JENGKIE OMPOY	SIAY DISTRICT	TEACHER VI
116	BARTE, DAISY JANE CATALAN	SIAY DISTRICT	TEACHER VI
117	SARMIENTO, JANICE GEROY	SIAY DISTRICT	TEACHER VI
118	AGRAVIADOR, DAISY TUMALA	SIAY DISTRICT	TEACHER VI
119	GUERERO, GRECEE CAUSING	SIAY DISTRICT	TEACHER VI
120	SUTACIO, CARLA ARIEGO	SIAY DISTRICT	TEACHER VI
121	SANTILLAN, HANNIE BEE DAPROZA	SIAY DISTRICT	TEACHER VI
122	PAO, LEDY DOROTHY FAJARDO	SIAY DISTRICT	TEACHER VI
123	PANDIAL, EVELYN PASTER	SIAY DISTRICT	TEACHER VI
124	DELASAN, ZENETH LOPEZCILLO	SIAY DISTRICT	TEACHER VI
125	QUITONG, RODEL JARO	SIAY DISTRICT	TEACHER VI
126	TAMANDO, GINA PANTALEON	SIAY DISTRICT	TEACHER VI



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127	ANUBA, JORISSA TACUYAN	SIAY DISTRICT	TEACHER VI
128	BASCO, MECHELLE PASTER	SIAY DISTRICT	TEACHER VI
129	PASCULADO, JAMINA MIGUEL	SIAY DISTRICT	TEACHER VI
130	GARCINES, ROSMEN BAYACA	SIAY DISTRICT	TEACHER VI
131	MAHILUM, HERMINIO JR LAGON	SIAY DISTRICT	TEACHER VI
132	MENDOZA, JENELYN REYES	SIAY DISTRICT	TEACHER V
133	ERRUA, MYLENE PALACIOS	SIAY DISTRICT	TEACHER V
134	SUAREZ, JONATHAN TIANZON	SIAY DISTRICT	TEACHER VI
135	ORO, NIÑA AMOR MELENDEZ	SIAY DISTRICT	TEACHER II

LIST OF REQUIREMENTS FOR APPOINTMENT (RECLASS)

Directions:

- * **Please submit the needed documents fastened in 1 long brown folder according to the sequence indicated below.** Fasten on top not on the side.
- * Ensure all documents specially the PDS are properly filled out (*follow instructions indicated in the PDS, preferably not back to back*).
- * Please do not attach extra pages/documents that are not stated in the list.
- * Documents must be submitted at the District Office for pre-evaluation/checking and tracking.
- * Forms are downloadable at Zamboanga Sibugay Division EHRIS/Personnel Helpdesk or at the Personnel Section Online Hub: **bit.ly/depedzspersonnel**

“Division 201 File Documents”

1. Appointment Declaration Form (Reclass)
2. CS Form 212 Rev. 2025(Personal Data Sheet) -1 copy *with recent passport size ID picture. (with handwritten name tag and signature)*
3. Photocopy of PBET/TE/PRC Report of Rating – 1 copy
4. Photocopy of signed PRC License (Unexpired) - 1 copy *with attached printed verification of validity online at **verification.prc.gov.ph**.*
5. Position Description Form (PDF) – 1 copy
6. Joint Oath of Office & Certification of Assumption to Duty (Revised 2025) – 2 copies (*open date*)
7. Photocopy of Transcript of Records – 1 copy
8. Photocopy of Latest Approved Appointment – 1 copy

“CSC File Documents”

1. CS Form 212 Rev. 2025(Personal Data Sheet) -1 copy *with recent passport size ID picture. (with handwritten name tag and signature)*
2. Photocopy of PBET/TE/PRC Report of Rating – 1 copy
3. Photocopy of signed PRC License (Unexpired) - 1 copy *with attached printed verification of validity online at **verification.prc.gov.ph**.*
4. Position Description Form (PDF) – 1 copy
5. Joint Oath of Office & Certification of Assumption to Duty (Revised 2025) – 1 copy (*open date*)
6. Photocopy of Transcript of Records – 1 copy
7. Photocopy of Latest Approved Appointment – 1 copy

APPOINTEE'S DECLARATION FORM(RECLASS)

Instructions: •Check tick boxes with wet ink •Names & Signatures must be written & affixed with wet ink •Follow the instructions of each document

*for Division 201 File

	Forms	No. of Copies	Instructions
1	Appointee's Declaration & Certification Form (New)*	1	• Tick Boxes must be checked with wet ink • Must contain wet-ink name & signature of the Appointee under declaration • Must contain wet-ink name & signature of the document checker
2	Personal Data Sheet (CS Form 212 Rev. 2025)	1	• Must be Duly Notarized; • Must be properly accomplished in accordance with instructions of this form.
3	PBET/PRC Report of Rating	1	Photocopy only
4	Photocopy of PRC License	1	• Must be Unexpired • Must be signed • 1 copy of verification of validity online at verification.prc.gov.ph
5	Position Description Form (PDF)	1	• Must be according to the position applied for; • Must contain the signature of the Immediate Head
6	Joint Oath of Office & Certificate of Assumption to Duty (Revised 2025)	2	• Must be duly Notarized; • Must be completely and properly filled out except for the dates ; • Assumption must be signed by the Immediate Head
7	Transcript of Records	1	Photocopy only
8	Latest Approved Appointment	1	Photocopy only

Note: for Senior High School-TVL attach copy of NCII and TMC

Certification

(District/School in-charge of checking the Appointee's document)

I hereby certify that I have carefully reviewed the documents submitted by the Appointee and verified their completeness and accuracy. I further certify that the Appointee is qualified for the position based on the prescribed **Qualification Standards (QS)**, has properly accomplished all required forms in accordance with the instructions, and has fully submitted the necessary requirements for Appointment, which are true and correct to the best of my knowledge.

Signature over printed name of the document checker

*for CSC File

	Forms	No. of Copies	Instructions
1	Personal Data Sheet (CS Form 212 Rev. 2025)	1	• Must be Duly Notarized; • Must be properly accomplished in accordance with instructions of this form.
2	PBET/PRC Report of Rating	1	Photocopy only
3	Photocopy of PRC License	1	• Must be Unexpired • Must be signed • 1 copy of verification of validity online at verification.prc.gov.ph
4	Position Description Form (PDF)	1	• Must be according to the position applied for; • Must contain the signature of the Immediate Head
5	Joint Oath of Office & Certificate of Assumption to Duty (Revised 2025)	1	• Must be duly Notarized; • Must be completely and properly filled out except for the dates ; • Assumption must be signed by the Immediate Head
6	Transcript of Records	1	Photocopy only
7	Latest Approved Appointment	1	Photocopy only

Note: for Senior High School-TVL attach copy of NCII and TMC

Declaration

I, _____, hereby declare that I have properly accomplished all the required forms in accordance with the instructions for each document. I further declare that I have submitted the complete set of documentary requirements attached to this checklist, as required for the processing of my appointment, and that these are true and correct to the best of my knowledge.

I FULLY UNDERSTAND AND ACKNOWLEDGE THAT:

• **MY APPOINTMENT WILL NOT BE ISSUED** unless all forms and requirements are properly accomplished, thoroughly filled out, and completely submitted as required.

• **ANY MISREPRESENTATION OR FRAUDULENT** documents submitted shall result in the non-submission of the appointment to the CSC and shall result in the cancellation thereof, without prejudice to the filing of appropriate administrative and criminal charges.

Appointee's signature over printed name