



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

DepEd, Division of Zamboanga Sibugay			
RECORD SECTION			
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Office of the Schools Division
 Superintendent

April 27, 2026

DIVISION MEMORANDUM
 NO. **240**, s. 2026

**LIST OF APPROVED ERF, RECLASSIFICATION AND CONVERSION FOR
 APPOINTMENT (MASTER TEACHER POSITIONS) (OLD GUIDELINES) IN FY 2026**

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 ERF, Reclassification and Conversion for Appointment (Master Teacher Positions) (*Old Guidelines*) in FY 2026.
2. All concerned personnel are hereby instructed to submit their pertinent documents in a long brown folder, complete with a cover page and properly labeled side tab, to their respective School Administrative Officer II. These documents shall undergo initial verification for completeness prior to endorsement to the District Office.
3. The designated District Administrative Officer II focal person in the district shall consolidate and submit the documents, by district, to the Schools Division Office thru the Records Section not later than **April 30, 2026**.
4. The effectivity date of Reclassification appointment is subject to complete submission of pertinent documents.
5. Please see attached enclosure for the list of concerned personnel.
6. 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.
7. 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-2026-04-031-0
 RRAR20260427



📍 Pangi, Ipil, Zamboanga Sibugay, 7001
 📞 0968-520-9123
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Enclosure No. 1 to Division Memorandum No. __s. 2026

No.	NAME	SCHOOL/DISTRICT	NEW ITEM NUMBER
1	TAN, MARITRESS DELOS SANTOS	ALICIA NHS	MTCHR2-570047-2026
2	BALDO, MADELYN WALARCON	ALICIA NHS	MTCHR2-570048-2026
3	LAGARTO, MYRA SHIMEATH DEL ROSARIO	ALICIA NHS	MTCHR2-570045-2026
4	LACASTESANTOS, MARITES ELLOREG	ALICIA NHS	MTCHR2-570046-2026
5	MOHAMMAD SAID, PURAIDA TAULANI	ALICIA NHS	MTCHR3-570007-2026
6	CORDOVA, MANILYN ALTESING	KAWAYAN NHS	MTCHR1-570068-2026
7	GREGORIO, ANGIE AWAYON	KAWAYAN NHS	MTCHR2-570049-2026
8	ADLAWON, GIRBERT NATAA	DEL MONTE NHS	MTCHR3-570008-2026
9	CACAFRANCA, DIOMELITA QUINDAO	DEL MONTE NHS	MTCHR1-570069-2026
10	JAMBO, RONALD MISPEROS	BUUG NHS	MTCHR1-570101-2026
11	CLARO, DIVINA DACALOS	BUUG NHS	MTCHR2-570075-2026
12	OMANDAM, JUDY POTAYRE	DIPLAHAN NHS	MTCHR2-570051-2026
13	SADMON, CLAUDETTE LUSPO	DIPLAHAN NHS	MTCHR2-570050-2026
14	QUIRANTE, ROGELYN VILLARTE	DIPLAHAN NHS	MTCHR1-570100-2026
15	MONCADA, REYVELYN SORIANO	NATAN NHS	MTCHR1-570071-2026
16	ELONA, ANGELITA SORIANO	NATAN NHS	MTCHR1-570070-2026
17	BABARAN, KAREN MURILLO	IMELDA DISTRICT	MTCHR1-570019-2026
18	GUERRA, JUVEN TULIO	IMELDA NHS	MTCHR2-570052-2026
19	RUING, HELEN ABU	BACALAN NHS	MTCHR1-570077-2026
20	DINOLAN, LUZ BAGUIO	IPIL NHS	MTCHR1-570072-2026
21	ARANDIA, LEIZLE SIA	MAKILAS NHS	MTCHR2-570054-2026
22	MONTIGO, RICKY BELOCORA	MAKILAS NHS	MTCHR2-570056-2026
23	TORRALBA, NOEL MARK MENDOZA	MAKILAS NHS	MTCHR2-570055-2026
24	TUBAL, CRIS ALOCILLO	TIMALANG NHS	MTCHR1-570109-2026
25	FAJARDO, LOURDELYN LEAÑO	SIMBOL NHS	MTCHR1-570087-2026



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26	GARCIA, EMMA GO	MALANGAS NHS	MTCHR2-570053-2026
27	VELASCO, VIOLITA BORCE	MALANGAS NHS	MTCHR1-570074-2026
28	GREGORIO, JACQUILYN BALASABAS	MALANGAS NHS	MTCHR1-570102-2026
29	SUERTE, MELISA CADUYAC	NAGA NHS	MTCHR1-570076-2026
30	IBRAHIM, ELSIE UROT	NAGA NHS	MTCHR1-570075-2026
31	MORIENTE, KRISTINE CRIS MAGCANTA	STA. CLARA NHS	MTCHR2-570059-2026
32	QUEZON, MARY JOY SAGUT	ZAMBO. SIBUGAY NHS	MTCHR2-570057-2026
33	TUTOR, JR., ALFREDO DALISAY	SULO NHS	MTCHR1-570105-2026
34	LUAB, ERLITA MONTIZA	TAMBANAN NHS	MTCHR1-570108-2026
35	DAYON, GINA DOMINGO	OLUTANGA NHS	MTCHR1-570103-2026
36	BETITA, ALONA DELA PEÑA	BULAWAN NHS	MTCHR2-570058-2026
37	YABO, GIRLIE JALUAG	PAYAO NHS	MTCHR1-570104-2026
38	EBRO, ARLENE ROMERO	SURABAY NHS	MTCHR2-570061-2026
39	SALVADOR, EDELEE CASTOR	SURABAY NHS	MTCHR2-570063-2026
40	PALMA, JENNIS ENDONG	SURABAY NHS	MTCHR2-570062-2026
41	TAYAN, RICHETTE NOLI	SURABAY NHS	MTCHR2-570064-2026
42	TORREFRANCA, REGINO SITON	SURABAY NHS	MTCHR2-570060-2026
43	YAP, RONILO CAMOMOT	SURABAY NHS	MTCHR1-570081-2026
44	CANICON, MEDELYN MAGHILOM	SURABAY NHS	MTCHR1-570082-2026
45	BEDUYA, FELIX DUMAYACA	SURABAY NHS	MTCHR1-570084-2026
46	TOLING, ROGER CONDRILON	SURABAY NHS	MTCHR1-570083-2026
47	DELA PEÑA, LILANIE OLMEDO	SURABAY NHS	MTCHR1-570085-2026
48	APELO, JR, RONIE DORILAG	CAMANGA NHS	MTCHR1-570088-2026
49	MOMONGAN, MARY JANE DULAOGON	LAIH BATU NHS	MTCHR1-570073-2026
50	MALAGUM, MA. ROSANNE LAÑOJAN	SIAY NHS	MTCHR1-570079-2026
51	ALEGARBES, ELVIE DELA CRUZ	SIAY NHS	MTCHR1-570080-2026
52	RAMOS, JENITA AHIYAS	LAPARAY NHS	MTCHR1-570107-2026



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APPOINTEE'S DECLARATION FORM(RECLASS)

Instructions: •Check the number with wet ink •Names & Signatures must be written & affixed with wet ink
 •Follow the instructions of each document. Please submit the needed documents fastened in one (1) long brown folder according to the sequence indicated below. Fasten on top not on the side.

For Division 201 File Documents

No.	Forms	No. of Copies	Instructions
1.	Appointee's Declaration & Certification Form (New)*	1	•Numbers 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; indicate new item no. on box no. 2 •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: Attach 1 paper indicating Track and Strand for SHS, for SHS- 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 Documents

No.	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; indicate new item no. on box no. 2 •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: Attach 1 paper indicating Track and Strand for SHS, for SHS-TVL attach copy of NCII and TMC.

DECLARATION

I, _____
 hereby declare that I have properly accomplish 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



Pangi, Ipil, Zamboanga Sibugay, 7001

0968-520-9123

zamboanga.sibugay@deped.gov

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DepEd Tayo Zamboanga Sibugay Division

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53	SULAIMAN, KUMAINI IBRAHIM	TALUSAN NHS	MTCHR1-570106- 2026
54	PANIS, LOUCHIE BAES	SAN ANTONIO NHS	MTCHR1-570078- 2026
55	SUMATRA, MARGIE DEL ROSARIO	SIAY DISTRICT	MTCHR1-570067- 2026
56	TOMPONG, ROCELYN BONTUYAN	TUNGAWAN NHS	MTCHR2-570066- 2026
57	RENZAL, SYLVIA LADIERO	TUNGAWAN NHS	MTCHR2-570065- 2026
58	BAGUIO, JENNIFER TOMAS	TUNGAWAN NHS	MTCHR3-570009- 2026
59	FABROA, ALEXIS BATAYCAN	TUNGAWAN NHS	MTCHR1-570086- 2026

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/depdzspersonnel

“Division 201 File Documents”

1. Appointee’s 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, *indicate new item no. on box no. 2*
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, *indicate new item no. on box no. 2*
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6. Photocopy of Transcript of Records – 1 copy
7. Photocopy of Latest Approved Appointment – 1 copy



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