Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

November 11, 2026

DIVISION MEMORANDUM
No. 473, s. 2026

SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR RECLASSIFICATION APPOINTMENTS

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Personnel Unit
School and District Heads
Others Concerned

1. Attached is the list of personnel whose applications for reclassification have been approved and are required to submit the corresponding appointment documents for processing.

2. All concerned personnel shall submit the documentary requirements indicated to the Personnel Unit as soon as possible.

3. The required documents shall include, among others:
   a. CS Form No. 212 (Revised 2026) with Work Experience Sheet;
   b. Photocopy of PSA Birth Certificate;
   c. Photocopy of PSA Marriage Certificate (Married Female), if applicable;
   d. Photocopy or scanned copy of Eligibility/License;
   e. Photocopy or scanned copy of PRC Rating, if applicable;
   f. Position Description Form (Form I);
   g. Panunumpa sa Katungkulan (SS Form Blg. 32, Revised 2025);
   h. Certified True Copy of Transcript of Records (TOR); and
   i. Photocopy or scanned copy of last approved appointment.

4. Incomplete submissions shall not be accepted for processing.

5. Immediate dissemination of and compliance with this Memorandum are desired.

GAUDENCIO C. ALJIBE JR., PhD, CESO V
Schools Division Superintendent

DepEd Northern Samar
RELEASED
By:
Date: 12 NOV 2026

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NO.	SURNAME	FIRST NAME	MIDDLE NAME
1	ALMARINES,	LUCY	DE ASIS.
2	ARCA,	MARLIZA	PADORA.
3	BALASTA,	ARON	NUEVA
4	BATA,	DOMINGO JR	NAGA.
5	BRONIOLA,	ROQUE	CELIS
6	CRISOLO,	JUVELYN	CALSITA.
7	DIANO,	JERICA	VILLANUEVA.
8	ETAC,	BERNALYN	ADORA.
9	GALAROZA,	EDWIN JR.	SUBOC.
10	LAGRIMAS,	JOSIECA	GIRAY.
11	MABESA,	FERRY RAUL	ESQUERDO.
12	MAHINAY,	REYNANTE	PRUDENCIADO.
13	MAHINAY,	RODRIGO JR	MAYPA.
14	MARZOL,	MELBA	DULFO.
15	MIRAÑA,	DONNA ANNE	BALDOZA.
16	NUEVA,	SAMUEL JR	ARCINO.
17	OCINO,	NOVAH MARI	YRUMA.
18	OMANITO,	JOSEPHINE	GALLANO.
19	ORIO,	REYMON	DREZA.
20	PAGLINAWAN,	GEEJAN	GALAROZA.
21	PAJANTOY,	JANREY	GUTABA.
22	PORIO,	JOCELYN	SABORDO.
23	PURA,	LORINA	RAMOYA.
24	RODRIGUEZ,	GRACE	ACEDERA.
25	SALES,	RIZALINE	LAGARSE.
26	SIAGO,	ALPHA JOY	SABUGO.
27	SORIANO,	NEIL	BONDOC.
28	TAMAYO,	MAGIE	CAPATI.
29	TAN,	ROPERT ARIEL	BARSOLASO.
30	TOLOSA,	ROXANNE	GABITAN.
31	ABALON,	LORENA	DE ASAS
32	ALCERA,	MA. CARMELA	BIDO
33	ALIG,	ARLE	CENTINO
34	BECONIA,	DINA	BALUYOT
35	BELLO,	CARMELITO	ALMASCO
36	CAPOQUIAN,	APOLONIA	PAJUELAS
37	CUI,	MARY JOYCE	PELO
38	EGANA,	ADRIANO	CASTILLO
39	EGANA,	GINA	SIERVO
40	ESPIÑA,	MATILDE	SURIO
41	FABREGAS,	ARCHIE REY	BALADAD
42	GALAN,	CATHERINE	ALVAREZ
43	GOLONDRINA,	MARGIE	
44	GUASIS,	RONNIE	MORALLOS
45	GUDA,	AILEEN	SURIO
46	HIPE,	MA. CAROL	PINCA
47	IRINCO,	GILBERT	ACEBUCHE
48	JARITO,	AMELITA	SIERVO
49	LONGCOP,	MA. TRIXIE	ORTONIO
50	LUCBAN,	CHERRYL	MEJOS
51	MAGDARAOG,	FERDINAND	OLIVERIO
52	MORALES,	SHIRLEY	MOLLONA
53	MUNCADA,	CARMELA	ALMANZOR

54	ODOSIS,	NIÑA	GRACE
55	ROMINES,	WENDY LYN	MATUDAN
56	SALUIB,	CHARMAINE	BAYABAY
57	SETENTA,	LETECIA	PASTORFIDE
58	SIERVO,	LOURDES	POTOT
59	SURIO,	ARNEL	MORA
60	TEPACE,	MARIAN	PO
61	BOGTONG,	CHARIS	GUITANA.
62	CASCAÑO,	APRIL	SALUIB.
63	CRISTI,	RIZALYN	CADAMPOG.
64	DONCILLO,	DAVID	GAMAY.
65	GELOMIO,	JONATHAN	MACABARE.
66	GORPIDO,	MERLIE	LUCBAN.
67	GUELOS,	RONA	ESTILLERO.
68	LOYOLA,	ROMMEL	TIU.
69	MAGPAYO,	CHONA	GUARDIANO.
70	MARINO,	CHED	MAGAN.
71	MARTINEZ,	REINERIO JR.	ESTAREJA.
72	MENDEZ,	ERMITA	BASAS.
73	PEREDES,	BREGIDA	ADA.
74	PRODIGALIDAD,	JENNIFER	PACOMA.
75	RAZ,	JHENNY BEBS	LIM.
76	ABALOS,	MARICEL	JARITO.
77	ACEBUCHE,	RIZALYN	IRINCO.
78	BALONDO,	APRIL	REBATO
79	CALVEZ,	BRYAN	GAYRAMON.
80	DOBLON,	PRINCESS	AMANTE.
81	LONGCOP,	DEAN EFRAM	TUPAZ.
82	PANLILIO,	GERWIN	SALILI.
83	SABAYO,	NELLSON	ELECCION.