



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

19 January 2026

UNNUMBERED MEMORANDUM

**SUBMISSION OF REQUIREMENTS FOR APPROVED
RECLASSIFICATION OF POSITION**

TO : Assistant Schools Division Superintendent
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Unit Heads / Section Heads
Public Schools District Supervisor
Elementary and Secondary School Heads
All Others Concerned

1. This office announces the submission of pertinent papers for approved reclassification of the teachers in the attached list (Please see Attachment 1).
2. All concerned teachers are advised to submit the lists of requirements attached to this memorandum (Please see Attachment 2) to process the Appointment.
3. Strict compliance and dissemination of this memorandum to all concerned.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

JBP/ SUBMISSION OF REQUIREMENTS FOR APPROVED
RECLASSIFICATION OF POSITION/R2-148611/01/19/2026



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Attachment 1

APPROVED RECLASSIFICATION

NO	NAME	POSITION	SCHOOL/ DISTRICT
1	MELANIE DE LEON MAGBOO	SP-I	AGONCILLO NHS
2	RYAN REYES RAMOS	SP-I	ALITAGTAG SHS
3	MARIANO DE LEON BASCO	SP-I	BALAYAN EAST SUB OFFICE
4	REMEDIOS CABASIS VILLELA	SP-I	BALAYAN EAST SUB OFFICE
5	AMANDA BISCOCHO ILLAO	SP-I	BALAYAN WEST SUB OFFICE
6	LOURDES ANDINO TENORIO	SP-I	BALAYTIGUE NHS
7	MICHAEL LLANES VALENCIA	SP-I	BALETE SUB OFFICE
8	SUSAN LLANES KATIMBANG	SP-I	BALETE SUB OFFICE
9	LUCIA CASAO GARCIA	SP-I	BALIBAGO-BIGA NHS
10	MARIBEL CALANGI MARASIGAN	SP-I	BAUAN EAST SUB OFFICE
11	PHIL FULGUERINAS PERENA	SP-I	BAYBAYIN NHS
12	MARCELO BAUYON ULARTE	SP-I	BILARAN NHS
13	CIRILA BARQUILLA RAMINTAS	SP-I	BULIHAN ISHS
14	DINO VILLANUEVA BUSILIG	SP-I	CALATAGAN NHS
15	REX GALIT RAMOS	SP-I	DAGATAN INHS
16	MARIA ELAINE DE CASTRO RESURRECCION	SP-I	LAUREL SUB OFFICE
17	LEA ULITIN MAGAYANES	SP-I	LAUREL SUB OFFICE
18	NANETH ALMIROL MACATANGAY	SP-I	LOBO SHS
19	CRYSTAL DIANE MERCADO CABATAY	SP-I	LOBO SUB OFFICE
20	RON MADLANGBAYAN MARQUEZ	SP-I	LOBO SUB OFFICE
21	ROSEMARIE ROBLES MENDOZA	SP-I	MALVAR SUB OFFICE
22	KAMILLE LUBIS GARCIA	SP-I	MATAASNAKAHOY SUB OFFICE
23	ELVINA ANCHOREZ LIMETA	SP-I	NASUGBU WEST SUB OFFICE
24	DOMCAR CALINAWAN LAGTO	SP-I	NASUGBU WEST SUB OFFICE
25	MICHAEL TEJONES VILLALUNA	SP-I	NASUGBU WEST SUB OFFICE
26	ANTONIA LORENA LAJARA BITUIN	SP-I	PADRE GARCIA SUB OFFICE
27	LENY LABANON MERCADO	SP-I	PADRE GARCIA SUB OFFICE
28	JENNIFER RAMOS VIRTUSIO	SP-I	PALAHANAN INHS
29	JANICE RAMIREZ MENDOZA	SP-I	PANSOL INHS
30	JANICE BREGONIA DIMATULAC	SP-I	ROSARIO EAST SUB OFFICE
31	ROSALIE ORTIZ MENDOZA	SP-I	ROSARIO EAST SUB OFFICE
32	ROMELA CABUSAO CARINGAL	SP-I	ROSARIO EAST SUB OFFICE
33	HERMELINA BARBOSA CELEMIN	SP-I	ROSARIO WEST SUB OFFICE
34	RAQUEL DAGLI CALLOS	SP-I	ROSARIO WEST SUB OFFICE
35	ROLANDO ROSALES MARASIGAN	SP-I	ROSARIO WEST SUB OFFICE
36	BOYET GARCIA CABUTIHAN	SP-I	SAN ISIDRO NHS
37	EDENICA QUIJANO RAMIREZ	SP-I	SAN JUAN WEST SUB OFFICE



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38	MILAGROS GONZALVO MAQUINTO	SP-I	SAN JUAN WEST SUB OFFICE
39	MYLIN AGRADE DE VILLA	SP-I	SAN LUIS SUB OFFICE
40	WILLIE CIPRES MALAPITAN	SP-I	SAN LUIS SUB OFFICE
41	OVIEEN CASERO GABAY	SP-I	SAN LUIS SUB OFFICE
42	RHOGEL JR MARANAN MADLANGBAYAN	SP-I	SAN PASCUAL SUB OFFICE
43	EVELYN BRUCAL OJALES	SP-I	STA TERESITA SUB OFFICE
44	SHERRYL NITRO HERNANDEZ	SP-I	TAAL NHS
45	HECTOR MALUMOG OJALES	SP-I	TAAL SUB OFFICE
46	CHERYL DIMAILIG MONTENEGRO	SP-I	TAAL SUB OFFICE
47	JONNA MAY DOGELIO CASALME	SP-I	TALISAY SUB OFFICE
48	MELONA CATAPANG ALMENDRAS	SP-I	TALISAY SUB OFFICE
49	LAARNI GONZALES CANLOBO	SP-I	TALISAY SUB OFFICE
50	MARILOU BERANA ESCALA	SP-I	TAYSAN SUB OFFICE
51	LIMUEL FRUELDA GALICIA	SP-I	TAYSAN SUB OFFICE
52	RONALD BANAIRA ORTEGA	SP-I	TAYSAN SUB OFFICE
53	VANESSA DE ROXAS PLATA	SP-I	TAYSAN SUB OFFICE
54	HILARIA WILMA ARELLANO MARASIGAN	SP-I	TINGLOY SUB OFFICE



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APPOINTMENT RECLASSIFICATION

- ☐ 1st Indorsement for Appointment
- ☐ Fully Accomplished Personal Data Sheet (PDS) with full handwritten name tag on the original passport size picture *(2 copies)*
- ☐ Work Experience Sheet
- ☐ Proof of Eligibility
 - report of rating/license/certificate of eligibility (original copy, authenticated copy, certified true copy, photocopy or scanned copy)
 - screen capture of eligibility using the CSE verification system or PRC Licensure Examination and Registration Information System (LERIS)
- ☐ PRC Rating with Major subject *(for JHS)*
- ☐ Position Description Form signed by the school head *(3 copies)*
- ☐ Oath of office *(3 copies)*
- ☐ Assumption to Duty *(3 copies)*
- ☐ Updated Service Record
- ☐ Photocopy of Previous Appointment
- ☐ Photocopy of Marriage Contract *(if previous appointment is in Maiden Name)*