



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

16 September 2026

UNNUMBERED MEMORANDUM

**SUBMISSION OF REQUIREMENTS FOR APPROVED
RETITLING 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. IBÁÑEZ, CESO V
Schools Division Superintendent

JBP/ SUBMISSION OF REQUIREMENTS FOR APPROVED
RECLASSIFICATION OF POSITION/



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APPROVED RECLASSIFICATION

NO	NAME	POSITION	SCHOOL/ DISTRICT
1	MARITES GOC CAPONPON	School Principal I	Angeles Luistro Integrated Senior High School
2	CARMELO CARINGAL CARPIO	School Principal I	Anselmo A. Sandoval Memorial National High School
3	RONEL ALILING GOMEZ	School Principal I	Balayan Senior High School
4	MOISES ISRAEL CABUTAJE ABEL	School Principal I	Bauan Technical Integrated High School
5	MARISSA ARASULA QUINIA	School Principal I	Buhaynasapa Integrated National High School
6	JOHN PHOL ADUCA COMIA	School Principal I	Calantas Senior High School
7	BERNADETTE TORDECILLA MENDOZA	School Principal I	Cuenca Senior High School
8	MELITA PANGANIBAN OPINA	School Principal I	Dr. Bonifacio A. Masilungan National High School
9	MARLON RECTO PIÑON	School Principal I	Dr. Juan A. Pastor Integrated National High School
10	ARRAH SALIGAO SULIT	School Principal I	Laiya Integrated National High School
11	REIMAR ATIENZA CORNEJO	School Principal I	Lemery Senior High School
12	MYLENE HERNANDEZ LIMJOCO	School Principal I	Lian Senior High School
13	GIGI MANALO AGITO	School Principal I	Lobo Senior High School
14	MAYBEL MAGNAYE DIN	School Principal I	Padre Garcia Integrated National High School
15	JULIET JAVIER SILANG	School Principal I	Palahanan Integrated National High School
16	ELSIE TITULAR BOLADO	School Principal I	Pansol Integrated National High School
17	JUHARRA DALAM CANTA	School Principal I	Placido T. Amo Senior High School
18	ROCHELL ROSALES BANDONG	School Principal I	San Pascual Senior High School 1
19	MARIA ELOUISA SIMBORIO MANONGSONG	School Principal I	Taal Senior High School
20	LEVI MENDOZA PEREZ	School Principal I	Taysan San Jose Integrated National High School
21	ROSAURO VISTO VALERIANO	School Principal I	Tuy Senior High School



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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)