



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

23 September 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/R2-156021/09/23/2026



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Attachment 1

APPROVED RECLASSIFICATION

NO	NAME	POSITION	SCHOOL/ DISTRICT
1	ZENNESSA AILEEN RENA TIQUIO	Teacher V	Alupay Integrated NHS
2	CATHERINE CASTILLO ISLA	Teacher V	Anselmo A. Sandoval MNHS
3	ARLENE GARCIA BACULO	Teacher V	Anselmo A. Sandoval MNHS
4	NORMAN PUNONGBAYAN GONZALES	Teacher V	Balayan National High School
5	SHARMAINE GOMEZ ILAO	Teacher V	Banilad National High School
6	CHONA BALASBAS BADILLO	Teacher V	Banoyo National High School
7	RONA BLANCA GIMAN BRIONES	Teacher V	Bauan National Agricultural and Vocational HS
8	MARK FRANCIS LAURETA MACUHA	Teacher V	Bauan Technical IHS
9	BIEJAY PABLO ADAME	Teacher V	Bauan Technical IHS
10	CHARMAINE FIDER CASTILLO	Teacher V	Bauan Technical IHS
11	JONAVEL LUNAR ORDONEZ	Teacher VI	Bigain Integrated School
12	ALLAN ESTACAMENTO LAGUS	Teacher VI	Bilaran National High School
13	IRENEO URCIA TAGUIBAO	Teacher VI	Calatagan National High School
14	IRENE LUISTRO GALDO	Teacher V	Don Leon Mercado, Sr. MNHS
15	KRESHIA MARIE GARGULLO RAMOS	Teacher V	Dr. Crisogono B. Ermita, Sr. MNHS
16	JOEL GERON DIMAANO	Teacher V	Dr. Juan A. Pastor INHS
17	TEODORA LIM ILAGAN	Teacher V	Dr. Juan A. Pastor INHS
18	KAREN KEYE CARANDANG MEDRANO	Teacher V	Fermin La Rosa NHS
19	WILLIAM MENDOZA PULHIN	Teacher VI	Governor F. Leviste MNHS
20	MA. CONEY MARTINEZ CONTRERAS	Teacher VI	Governor F. Leviste MNHS
21	EMMANUEL MARTINEZ VILLALOBOS	Teacher VI	Governor F. Leviste MNHS
22	GELLAIN REYES DE LOS REYES	Teacher V	Governor F. Leviste MNHS
23	CRYSTAL SIYANGBIGAY MARQUEZ	Teacher V	Inicbulan National High School
24	PERLENE ESPINA MENDOZA	Teacher VI	Lian National High School
25	KENNETH ALLAN MONTALBAN MINDANAO	Teacher V	Nagsaulay Integrated NHS
26	MARIA KATHERINE FALCESO CARINGAL	Teacher VI	Padre Garcia Integrated NHS
27	ROSETTE VILLANUEVA FURTOS	Teacher V	Pansol Integrated NHS
28	OLIVER MERCADO REYES	Teacher V	Pansol Integrated NHS
29	MARICEL SALVADORA SAYAT	Teacher V	Sampiro Integrated SHS
30	ARLENE MACATANGAY BICOL	Teacher V	San Vicente Manalupang NHS
31	NICETAS MAGBOJOS BIANZON	Teacher V	Tilambo National High School
32	MYLENE HERCE ENDAYA	Teacher VI	Wenceslao Trinidad MNHS



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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)*