



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

22 November 2024

**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/R2-138674/11/22/2024



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Attachment 1

**APPROVED RECLASSIFICATION**

NO	NAME	POSITION	SCHOOL/ DISTRICT
1	LIGAYA TENORIO MENDOZA	HT-I	BALAS BUCO STA. MARIA NHS
2	CHELSEY LEUTERIO ULANDAY	SPET-II	BALAYAN WEST DISTRICT
3	GORGONIA MACALALAD MONTERO	HT-II	BANILAD NHS
4	REMEDIOS MANALO CAPONPON	HT-VI	BAUAN TECHNICAL HS
5	VICTORIA MORIONES CASTILLO	HT-VI	BAUAN TECHNICAL HS
6	LORIELYN ADANTE BULANHAGUI	HT-II	BAUAN TECHNICAL HS
7	ANGELES VILLANUEVA MATUNDAN	HT-III	BAUAN TECHNICAL HS
8	MYLYN GONZALES SANGALANG	HT-III	BAUAN TECHNICAL HS
9	JENNIE JOSON CUSTODIO	T-III	BAYBAYIN NHS
10	NOVABELL LUCERO ORENSE	HT-I	BAYORBOR NHS
11	KAMILLE DELOS REYES GARCIA	T-III	BILARAN NHS
12	JENNY LYN ALICAWAY SANCHEZ	T-III	BILARAN NHS
13	ALELI NOLASCO BALANI	T-III	CALACA DISTRICT
14	LORENA FREDIELYN EGUIA MANALO	T-III	CALACA DISTRICT
15	LORENA H LANGUITAN	SP-II	CALATAGAN DISTRICT
16	LEONIRIZA RAPAS MANALO	T-II	CALATAGAN DISTRICT
17	GRACE MENDOZA VILLANUEVA	HT-I	IBAAN DISTRICT
18	MARIFE RIVERA DE TORRES	T-III	IBAAN DISTRICT
19	MARK TUSI MOTILLA	HT-I	JOSE LOPEZ MANZANO NHS
20	LOVELY ANN RAMIREZ HERNANDEZ	T-III	JOSE LOPEZ MANZANO NHS
21	MA ELENA GENER CAHINHINAN	T-III	JOSE LOPEZ MANZANO NHS
22	MARICEL MAGSINO MUNOZ	SP-II	LEMERY DISTRICT
23	PAULINA VILLANUEVA ARGENTE	HT-II	LIAN NHS
24	JUVY SABELA AUSTRIA	HT-II	LIAN NHS
25	MA TERESA ENDOZO TENORIO	HT-II	LOOC NHS
26	RON RONALD ANTAZO CLOMA	HT-II	LOOC NHS
27	SUSARA MARZO DERAİN	HT-II	LOOC NHS
28	LADY RODA BOTONES PANALIGAN	T-III	LUMBANGAN NHS
29	MARY GRACE HERNANDEZ LIWAG	T-III	MAHANADIONG NHS
30	ARVIN MARK BERBON DIMAYUGA	MT-I	MALVAR DISTRICT
31	MARY GRACE MORCILLA BERMUDEZ	T-III	MALVAR SAT
32	LAILANI ARELA HERNANDEZ	T-III	MALVAR SAT
33	REMELYN CAPACIA ANDAM	T-III	NASUGBU WEST DISTRICT
34	ELSIE BILAN DIMAISIP	T-III	NASUGBU WEST DISTRICT
35	MERRY ANN AUXTERO ELEPONGA	T-III	NASUGBU WEST DISTRICT
36	JOHN EDISON BOTOBARA NAZARENO	T-III	NASUGBU WEST DISTRICT
37	WINIE BANAAG LOPEZ	MT-I	PADRE GARCIA DISTRICT



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38	GENELYN REQUINTO DURANTE	T-III	PADRE GARCIA DISTRICT
39	EMELY CAPONPON PANALIGAN	HT-III	PALAHANAN NHS
40	JOHN RENZO A. ROXAS	T-III	PALAKPAK NHS
41	EMELINDA JAVIER CAPISTRANO	HT-II	PINAGBAYANAN INHS
42	JEZEL RONQUILLO SINOHIN	T-III	PROCOPIO MAILIG MEMORIAL IS
43	NIÑA VEYRA EVANGELISTA	T-III	ROSARIO WEST DISTRICT
44	CHIARA MARGARITA DOGOS ROSA	T-III	SAN JUAN EAST DISTRICT
45	GERALDINE PILIT MAYUGA	HT-II	TAAL NHS
46	JOYCE PERSINCULA RAMIREZ	T-III	TAYSAN DISTRICT
47	JOHN ALBERT MERCADO BORBON	T-III	TAYSAN DISTRICT
48	MABELLE PADUA BOLADO	T-III	THE ST. ISIDORE NHS



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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)*
- Authenticated Eligibility
- 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
- Copy of Previous Appointment
- Marriage Contract *(if previous appointment is in Maiden Name)*



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City  
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