



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

**Office of the Schools Division Superintendent**

July 13, 2025

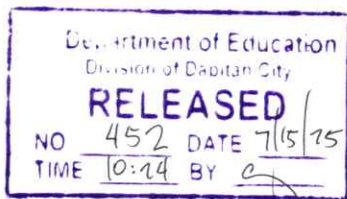
**DIVISION MEMORANDUM**  
NO. 452 s. 2025

**SUBMISSION OF PERTINENT DOCUMENTS FOR APPOINTMENT FOR NEWLY PROMOTED PERSONNEL THRU RECLASSIFICATION, ERF & CONVERSION OF ITEMS**

To: Assistant Schools Division Superintendent  
Chief, CID  
Chief, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads/Principal/TIC  
All Others Concerned  
This Division

1. In view of the receipt of the approved Notice of Organization, Staffing, and Classification Action (NOSCA) from the Department of Budget and Management (DBM) for the approval of the Plantilla Allocation List (PAL) due to reclassification, Equivalent Record Form (ERF), and conversion of items, all concerned appointees are hereby advised to submit the pertinent documents for the processing of their appointments on or before **July 18, 2025**.
2. Attached herewith is the list of the newly promoted personnel thru Reclassification, ERF and Conversion of items and the checklist of Requirements can be access using this link <https://tinyurl.com/requirementsforappt>.
3. Failure to submit the required documents within the specified deadline may result in the delay or non-processing of appointments.
4. For immediate and widest dissemination.

**JAY S. MONTEALTO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office Schools Division Superintendent



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**LIST OF THE NEWLY PROMOTED PERSONNEL THRU RECLASSIFICATION, ERF &  
CONVERSION OF ITEMS**

<b>NAME</b>	<b>OLD POSITION</b>	<b>NEW POSITION</b>	<b>SCHOOL ASSIGNMENT</b>
1. Maribel B. Andos	Teacher I	Teacher III	Taguilon ES
2. Jeremiah G. Pujanes	Teacher I	Teacher III	Aseniero ES
3. June Mark L. Padao	Teacher I	Teacher III	Sicayab ES
4. Maria S. Calamba	Teacher I	Teacher III	Napo ES
5. Eljean S. Laclac	Teacher I	Teacher III	San Pedro IS
6. Judith C. Estoque	Teacher III	Master Teacher I	Potungan CS
7. Jennifer B. Duran	Teacher II	Teacher III	Barcelona NHS
8. Mac Alfred B. Malacat	Teacher II	Teacher III	Dapitan City NHS
9. Marvin A. Recamara	Teacher I	Teacher III	Oro NHS
10. Carissa Mai P. Vasquez	Teacher I	Teacher III	Oro NHS
11. Stephanie A. Dajuella	Teacher I	Teacher III	Sulangon NHS
12. Jean M. Alonso	Teacher III	Head Teacher I	Talisay IS
13. Glenn L. Betongga	Teacher III	Head Teacher I	Oro NHS



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