



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

**Office of the Schools Division Superintendent**


July 17, 2025

**DIVISION MEMORANDUM**  
**NO. 471 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 Compensation Action (NOSCA) from the Department of Budget and Management (DBM) for the approval of the Plantilla Allocation List (PAL) due to reclassification, Equivalents 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 24, 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**

NAME	OLD POSITION	NEW POSITION	SCHOOL ASSIGNMENT
1. Tifanny L. Ubando	Teacher II	Head Teacher I	Sigayan SS
2. Jessica S. Abellon	Head Teacher II	Head Teacher III	Barcelona NHS
3. Joseph D. Quimiguing	Head Teacher III	Head Teacher IV	Ilaya NHS
4. Ma. Marilyn D. Germia	Head Teacher I	Head Teacher II	Ilaya NHS
5. Fely A. Bagood	Teacher III	Head Teacher I	Sulangon NHS
6. Maria Roneza T. Hamoy	Head Teacher II	Head Teacher III	Dapitan City NHS
7. Vina S. Baes	Head Teacher II	Head Teacher III	Dapitan City NHS
8. Jennie T. Navaja	Head Teacher II	Head Teacher III	Dapitan City NHS
9. Lydia I. Kilapkilap	Head Teacher II	Head Teacher III	Dapitan City NHS
10. Eda S. Recamara	Teacher III	Head Teacher I	Kauswagan IS
11. Melvie Mae E. Busico	Teacher II	Teacher III	Dapitan City CS
12. Nikko P. Enoy	Teacher I	Teacher III	Guimputlan IS
13. Arniel M. Banawa	Teacher I	Teacher III	Baao ES
14. Vanesa H. Saldon	Teacher I	Teacher III	Ma. Uray ES
15. Kenneth C. Agalot	Teacher I	Teacher III	Yabu ES
16. Meth T. Canaya	Teacher II	Teacher III	Potungan NHS
17. Lezette T. Tribujeña	Teacher I	Teacher III	Potungan NHS
18. Aileen A. Tome	Teacher II	Teacher III	Dapitan City NHS
19. Kimberly J. Burerros	Teacher I	Teacher III	Guimputlan IS
20. Michelle C. Hamoy	Teacher I	Teacher III	Talisay IS
21. Hilda H. Hidlao	Teacher I	Teacher III	Talisay IS
22. Cristian D. Dalis	Teacher I	Teacher III	Talisay IS
23. Maricar B. Agad	Teacher I	Teacher III	Barcelona NHS

