



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

Office of the Schools Division Superintendent

April 28, 2026

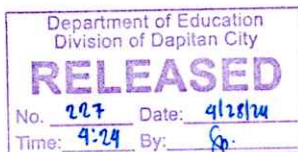
DIVISION MEMORANDUM
NO. 227 s, 2026

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, Equivalent Record Form (ERF), and conversion of items using the Old guidelines for reclassification, all concerned appointees are hereby advised to submit the pertinent documents for the processing of their appointments on or before **May 5, 2026**.
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
Schools Division Superintendent



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**LIST OF THE NEWLY PROMOTED PERSONNEL THRU RECLASSIFICATION UNDER
EXPANDED CAREER PROGRESSION (ECP)**

| NAME | NEW POSITION | SCHOOL ASSIGNMENT |
|-----------------------------|---------------------|------------------------------|
| 1. Lani G. Baes | Master Teacher II | Ilaya NHS |
| 2. Janice C. Sales | Master Teacher II | Oro NHS |
| 3. Mirason S. Omilig | Head Teacher IV | Baylimango CS |
| 4. Glenda B. Pagua | Head Teacher III | Antipolo ES |
| 5. Maria Sheila A. Fermocil | Master Teacher I | Baylimango Cs |
| 6. Emmanuel A. Verano | Master Teacher II | Barcelona NHS |
| 7. Romel O. Eguia | Master Teacher II | Barcelona NHS |



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