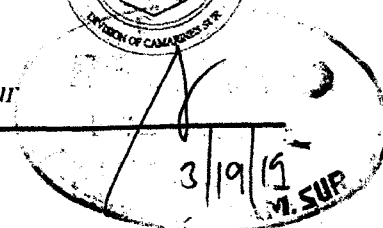
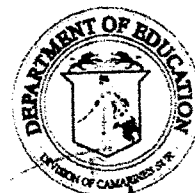




Department of Education
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM NO. 48 s. 2019

TO : **PUBLIC SCHOOLS DISTRICT SUPERVISORS
SCHOOL HEADS OF ELEMENTARY CENTRAL SCHOOLS
ALL OTHERS CONCERNED**

FROM : *Cecille*
CECILLE BERNADETTE P. RIVERA, CESO V
Schools Division Superintendent ✓

SUBJECT: **RECLASSIFICATION OF PRINCIPAL POSITIONS**

DATE : March 18, 2019

1. As per DO No. 97, s. 2011 also known as Revised Guidelines on the Allocation and Reclassification of School Head Positions, the Schools Division Office of Camarines Sur is opening the application for the reclassification of school heads from Principal 1 to Principal 2, Principal 2 to Principal 3 and Principal 3 to Principal 4.

2. The identified school heads listed in the enclosure 1 of this Memorandum are enjoined to submit the required documents for reclassification on or before Monday, March 25, 2019.

The following documents shall be submitted:

- a. Justification for the reclassification of the position
- b. Duly Accomplished Form 212 (Personal Data Sheet)
- c. Certified, Authenticated and Verified Transcript of Records
- d. Service Records
- e. Performance Rating Sheet for at least 3 consecutive years
- f. Certificates/Proofs of Outstanding Accomplishments
- g. Position Description Form for Principal Positions
- h. Certificate of Result of NQESH or equivalent certification
- i. SBM Task Force Certification as to the rating obtained in the internal and external stakeholders' assessment
- j. Enrolment Data (Form 3) in the Present school assignment, including the cluster schools handled, if any
- k. Certification of Compliance of requirement to Financial Responsibility and Accountability
- l. List of Teachers supervised

(Documents for reclassification to Principal 2 should be placed in Blue Folder, for Principal 3 should be place in Orange Folder and for Principal 4 should be place in Red Envelop.)

3. The schedule of validation and other related activities to this reclassification process will be announced in the future date.

4. For information, dissemination and compliance of all concerned.

List of Principal 3 who are Candidate for P4 Reclass

	School	District	Name	Designation
1	Goa Central School	Goa	Roberto Briones	P-3

List of Principal 2 who are Candidate for P3 Reclass

	School	District	Name	Designation
1	Del Gallego Central	Del Gallego	Gina T. Albuerro	P-2
2	Ragay Central School	Ragay	Eleonor E. Quirona	P-2
3	Sipocot North Central	Sipocot North	Santos M. Lanzon Jr.	P-2
4	Sipocot South Central S	Sipocot South	Gloria R. Sagario	P-2
5	Libmanan North CS	Libmanan North	Gelita Capillano	P-2
6	Libmanan South Central	Libmanan South	Rineshzel S. Matamorosa	P-2
7	Milaor Central School	Milaor	Vina Lizzette SA. Pacis	P-2
8	Pamplona Central School	Pamplona	Cheryl Alto	P-2
9	Pasacao Central School	Pasacao	Norma G. Corea	P-2
10	San Fernando CS	San Fernando	Ramil S. Regidor	P-2
11	Calabanga CDPS	Calabanga	Rebecca A. Dumalasa	P-2
12	Union Elementary School	Calabanga	Allene B. Baluyot	P-2
13	Camaligan CS	Camaligan	Raul M. San Vicente	P-2
14	Canaman CS	Canaman	Francia D. Salazar	P-2
15	Magarao CS	Magarao	Marivic S. Malanyaon	P-2
16	Ocampo CS	Ocampo	Neria M. Verdejo	P-2
17	Pili CS	Pili	Leonardo Beldua Jr.	P-2
18	Pili West CS	Pili West	Ma. Elena A. Soron	P-2
19	Caramoan CS	Caramoan	Oscar A. Parola	P-2
20	Garchitorena CS	Garchitorena	Zaldy B. Benavidez	P-2
21	Lagonoy South Central School	Lagonoy South	Palmetto P. Valencia	P-2
22	Sagnay Central School	Sagnay	Antonio A. Cilos	P-2
23	San Jose Central School	San Jose	Mary Grace P. Señar	P-2
24	Tambang Central School	Tinambac	Marites V. Castuera	P-2
25	Tinambac Central School	Tinambac	Caridad B. Sales	P-2
26	Baao CS	Baao	Judith B. Maigue	P-2
27	Baao West CS	Baao West	Cynthia G. Infante	P-2
28	Balatan CS	Balatan	Ana N. Calisura	P-2
29	Bato North CS	Bato North	Marilyn M. Manalo	P-2
30	Bato South CS	Bato South	Jodel N. Napire	P-2
31	Buhi CS	Buhi	Geneveive O. Pimentel	P-2
32	Bula CS	Bula	Dennis Cedron	P-2
33	Nabua Central Pilot School Nabua East	Nabua East	Gertrudes M. Joven	P-2
34	Nabua West CS	Nabua West	Lilia B. Sedeño	P-2

List of Candidates for Reclass from P1 to P2

	NAME OF SCHOOL	DISTRICT	NAME OF SCHOOL HEAD	DESIGNATION
1	Cabusao Central School	Cabusao	Illuminada A. de Hitta	P-1
2	Lupi Central School	Lupi	Ermario J. Matamorosa	P-1
3	Minalabac Central Sch.	Minalabac	Minerva S. Sales	P-1
4	Calabanga West CS	Calabanga	Elma T. Villamil	P-1
5	Bombon Central School	Bombon	Nerissa D. Valencia, Ph. D	P-1
6	Lagonoy North CS	Lagonoy North	Ronald P. Savilla	P-1
7	Parubcan Central School	Parubcan	Dore D. Deleña	P-1
8	Tigaon Central Pilot School	Tigaon	Evelyn S. Contante	P-1
9	Tigaon North Central School	Tigaon	Benjamin B. Papa	P-1
10	Tinambac South CS II	Tinambac South	Gemma B. Garinga	P-1
11	Siruma Central School	Siruma	Nida B. Sarmiento	P-1