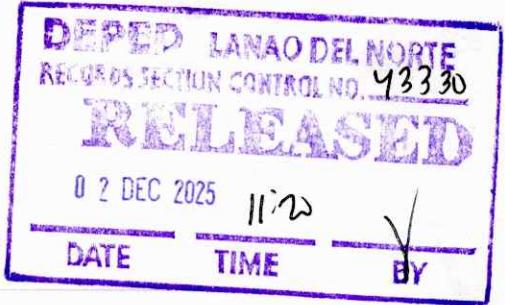




Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANAO DEL NORTE



November 27, 2025

DIVISION MEMORANDUM
No. 735, s.2025

**SUBMISSION OF REQUIREMENTS FOR APPOINTMENT FOR
RECLASSIFICATION**

To: All Teachers Concerned
Administrative Officers II
This Division

1. The following teachers whose names are in the attached enclosure are hereby directed to submit the following documents to their respective Administrative Officer II on or before December 8, 2025.
2. The Administrative Officers concerned shall submit the same to the Human Resource Management Office through the Records Section on or before December 10, 2025.

Required Documents	Plain long green folder for 201 file	Plain long brown folder for CSC copy
Duly filled out Personal Data Sheet (Form 212 revised 2025)	✓	✓
Work Experience Sheet (Attachment to CS Form 212) <i>Leave the date of the bottom of each page blank</i>	✓	✓
Authenticated Transcript of Record	✓	✓
Photocopy of PRC ID	✓	✓
Authenticated Performance Rating for the last 2 rating periods	✓	
Photocopy of Latest Appointment		✓

Note: Use binder clip instead of paper fastener.

3. Immediate dissemination of this memorandum is directed.

EDWIN E. MARIBOJOC, CESO V
Schools Division Superintendent

No.	Name	Reclassified	
		From	To
1	Ali, Moslimah Imam	Teacher I	Teacher III
2	Saga, Asnaifah Saga	Teacher I	Teacher III
3	Tinamisan, Jennilyn Rolos	Teacher I	Teacher III
4	Villacora, Ivy Grace Caballero	Teacher I	Teacher III