



Republic of the Philippines  
**Department of Education**  
REGION X  
SCHOOLS DIVISION OF LANA O DEL NORTE



December 23, 2025

**DIVISION MEMORANDUM**

No. 778 s. 2025

**SUBMISSION OF REQUIREMENTS FOR APPOINTMENT TO RECLASSIFIED  
SCHOOL PRINCIPAL POSITIONS**

To: All School Principal Concerned  
Administrative Officers II  
This Division

1. In reference to *DBM Notice of Salary Change and Other Personnel Actions (NOSCA) No. 1002025-12-147* dated December 12, 2025, and approved on December 15, 2025, authorizing the reclassification of School Principal positions in this Division, all concerned School Principals whose names are in the attached enclosure are hereby directed to submit the required documents to their respective Administrative Officer II **on or before January 7, 2026** in support of the issuance of appointment.
2. The Administrative Officer II concerned shall submit the same to the Human Resource Management Office through the Records Section **on or before January 9, 2026**.

Required Documents	Plain Long green folder for 201 file	Plain Long brown folder for CSC copy
Duly filled out <b>Personal Data Sheet (Form 212 revised 2025)</b> - <b>Work Experience Sheet</b> ( <i>Attachment to PDS</i> ) <i>Leave the date of the bottom of each page blank</i>	✓	✓
Authenticated <b>Transcript of Records</b>	✓	✓
Photocopy of Updated <b>PRC ID</b>	✓	✓
Authenticated <b>Performance Rating</b> for the last 2 rating periods	✓	
Photocopy of latest <b>Appointment</b>		✓
<i>Note: Use binder clip instead of paper fastener</i>		



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3. Immediate dissemination of this memorandum is directed.

  
**EDWIN R. MARIBOJOC, CESO V**  
Schools Division Superintendent



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No.	Name	Reclassified	
		From	To
1	JAMILA ALI MARADIAL	School Principal III	School Principal IV
2	JOSEPHINE ALIPIO MALAUBANG	School Principal III	School Principal IV
3	JOCELYN FERNANDEZ ALFORQUE	School Principal III	School Principal IV
4	ELLEN OGARO DE GUZMAN	School Principal III	School Principal IV
5	NORVEL HERNANDO ALANGILAN	School Principal II	School Principal III
6	JAIME YBASAN YURONG	School Principal II	School Principal IV
7	HONEYMAE LOOD CAÑETE	School Principal I	School Principal III
8	GERLYN TITAR BIHAG	School Principal I	School Principal III
9	CARLO EMPLEO CABURNAY	School Principal I	School Principal III
10	CHRISTINE ASTILLERO CABUENAS	School Principal II	School Principal III
11	ELEANOR EVARRETTA CAPULE	School Principal I	School Principal III
12	BENONI BERSALES TOLERO JR	School Principal I	School Principal III