



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2026-006

To : Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Teaching Personnel
All Others Concerned

Subject : SUBMISSION OF REQUIRED DOCUMENTS FOR
RECLASSIFICATION APPOINTMENT PREPARATION

Date : January 9, 2026

In line with the ongoing employee reclassification process, please be advised that the **attached list** contains the names of employees who are included in the current phase of reclassification.

All employees whose names appear on the list are **required** to submit the **complete supporting documents** necessary for the proper evaluation and processing of their reclassification. The documents to be submitted shall include, but are not limited to, the following:

- Photocopy of Birth Certificate
- Photocopy of Marriage Certificate (if married)
- Photocopy of the Transcript of Records, duly supported by an E-CAV for graduates of Private Institutions, or a Certified True Copy for graduates of State Universities and Colleges (SUCs) and other Universities
- Photocopy of PRC License, with both front and back sides reproduced on a single sheet
- Photocopy of PRC Board Rating
- Work Experience Sheet

Please be advised that the **Personal Data Sheet (PDS) to be submitted online must strictly use the revised 2025 version**. Prior to accomplishing and submitting the PDS, all concerned employees are **required to view the instructional video** posted on the **official Human Resource Facebook page**, which provides guidance on the proper completion of the revised PDS.

All required documents must be properly arranged and placed in a **white folder with a cover page, and submitted to the HR Office on or before January 14, 2026**. Please be advised that **non-submission or incomplete submission** of the required documents within the prescribed period may result in the **deferment or non-processing** of the employee's reclassification.



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396
OSDS/ADMIN / HR/bpp

Concerned employees are encouraged to strictly comply with this directive to ensure the timely and orderly completion of the reclassification appointment preparation.

Your cooperation and prompt compliance are hereby enjoined.


MELANIE P. ESTACIO, Ph.D, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
DATE: 12 JAN 2023 TIME: 11:27 am
BY: 



NAME OF TEACHER	STATION/SCHOOL
BENDISULA, SHERYL PRINCIPE	Aplaya ES
ABELLON, JAYSON MASOCOL	
DABALOS, JADE IRISH BORJA	
APADAN, NOURWENA BETE	
OLIVERIO, SHINETTE INTANTO	
CABALLERO, BETHANY OBENZA	
BATALONA, NORMY BASACA	
PUNAY, JENNELYN DRILON	
ARENDAIN, MERCY GRACE NACUA	Apolandia ES
PISCO, LEAH MARIE CASTILLO	
BUENAVENTURA, ESTHER BAYA	Arcaflor Maniapao ES
CAPUNO, ALMA TOMAS	
VILLAMOR, LILYBETH EVANGELISAN	
ARINAS, ARIEL DEGAMO	
PALLER, FLORITA REGALA	
TAKBILANI, KIMSOY JATULA	Badiang ES
UY II, LUCIO ANCHO	
CAWOG, LILIBETH MAHUSAY	
JUMAWAN, SHAINA LIMOSNERO	
BACTUNG, IVY JOY ARENDAIN	
GEMOTA, IRENE BAYLON	Bagumbuhay ES
SALVAÑA, ROCEL TORRECAMPO	
SACEDOR, ROD RITCHIE CAMINERO	
CORTES, JOYCEE HEFERVEZ	Binaton ES
VILLAGONZALO, KATHERINE YBAÑEZ	Casildo B. Nonol, Sr. ES (San Roque ES)
POMPERADA, MARISTLE QUIÑONES	
YBAÑEZ, ANNALIZA JUMAO-AS	
CASPILLO, LEIZEL GAY OCHO	
SALISE, NELLY DALUMPINES	Cogon ES
LERIN, NERYSA LOEN DALUMPINES	
IMPERIAL, REINERA BATULANON	
SUCAYRE, MARGIE MANATAS	Colorado ES
CABONILAS, VERA MARIE POTICAR	
OLANDRIA, SHIRLEY RAFAELA	
YANGKE, CHERRIE MAE S.	
LLANOS, JAYMAR PANTINOPE	
NIEVES, KATHERINE COMISION	
ALBERCA, MARICHU FUENTES	
IRADA, MARGIE BALOY	Damñas ES
AMACIO, NORIEGEN ITANG	
ANTEPUESTO, CATHERINE MATANGGO	
MANGUILIMOTAN, LUZMINDA CASTIL	Digos City CES
ESTOMO, JENELYN ESPAÑO	
SUMAGAYSAY, QUEENEE ROSE BRITANICO	
JUMAWAN, MARCO RIGOR ALONZO	
RANOLLO, SUSAN CALLEDO	
RIANCHO, JANICE SONGCOG	
REYES, RENEBETH CABAL	
SARONA, YEHLLEN SANTOS	
VILOG, SHERYL LOU JABON	
QUION, RALPH DALE AMPONG	
IGLESIAS, LESLEY-ANNE FERNANDEZ	
REPONTE, ANNABELLE FERNANDEZ	
PANAY, FLORENCE MAHUSAY	Domingo Abawag ES (Tiguman)
GALARAGA, JUDITH CALVO	
GALARAGA JR, SALVADOR ROJAS	
ANTIPUESTO, PABLITA ALBOFERA	
PANTIL, NENA ALITAO	

NAME OF TEACHER	STATION/SCHOOL
PERRAL, ROSELYN MAGSIPOC	Domingo Abawag ES (Tiguman)
ESPACIO, ELVIE VILLANUEVA	
LESONDATO, EMIE JAY BALBON	
CATUBIG, TEMPORASITA LISONDRA	Don Mariano Marcos ES
GILVES, MARICAR DANCEL	
ARTIAGA, ORLANDO REMOROZA	
CARREON, REICA MAY ALEGADO	
SALAPE, JESSELLE RIVERA	
BRAVO, CHERRY MAE SAYSON	
PAMAN, ROMANA MICULOB	
MAURIN, BELINDA TIPUDAN	Dulangan ES
CANTEVEROS, SARAH HAMSI	
ALLESIA, KARLA MAE TITONG	
CABARON, AILEEN NAVALES	
CLARO, JANET BANGAY	Federico Alferez ES (Goma)
CUADRA, MEBE JEAN DAVIS	
UY, MARY ANN PRESTOZA	
PARAN, MARY ANN PECONDO	
AGOT, STEPHANIE ANNE VALENDEZ	Gaudioso Reusora CES
BAUTE, ANALYN ALMACIN	
GOMEZ, BEBYLANE SISNEROS	Igpit ES
BOHOL, MARK STEPHEN GARCIA	
BONA, MYRNA GILAYO	Isaac Abalayan ES
VERULA, LEO HINAUTAN	
LABANDERO, GRACE PAROJINOG	
MENSERA, MICHAEL CABALLERO	Jolencio R. Alberca ES (San Nicolas PS Annex)
MILLEJOR, LEONIZA BUSTAMANTE	
NAJIRUL, SHARRA MAY ORO	
ADAM, HADJIRRAH BONSIKO	Lungag ES
SELGAS, ARNOLD CAÑASARES	
VILLAROBIA, RICHELLE BARROT	
ROLLAN, ALIUN ALAG	
NAMOCO, ROSIELYN BRAVO	
PORQUIADO, CHRISTY ALEJANDRINO	Mahayahay ES
ETING, IVY DAVIS	
TAPAD, GENEVIEVE CASTAÑARES	
AJADO, VANESSA ELARCOSA	
CASTILLO, MARITESS OCUMEN	Marawer ES
PABROA, KRISTINE JOY SALUDAR	Matti ES
SEGURA, CRISELDA CAMINADE	
TORRES, GRACE SANCHEZ	
BANGAY, ROXANNE PACIO	
DE LOS REYES, MAILA ROMERO	Necencio A. Isidro ES
MARIANO, VERONICA MAMITES	Pedro Basalan ES
GRANADA, NERREN ALPACION	
PANTIL, MARICEL DE LOS REYES	
FLORES, VENUS BUSTAMANTE	
VERGARA, WEENA MERCA	
NAVARRO, GIMALINE LINUAG	
SUPERIORIDAD, MAFE FALLA	
PRECELLAS, LEE GLENDA CURAY	
BALISCAO, LADIZZA ROSS CURAY	
TORRALBA, LEAH SENARILLOS	
PAYOT, RACHELLE ABELYN ABELLA	
FLORENTINO, GENE ANN CAMPOREDONDO	
ABADIA, DELMAR LAÑADA	
COLES, ELLEN RAMOS	Pedro S. Garcia ES
RAMOS, RELIALYN ALBERT	

NAME OF TEACHER	STATION/SCHOOL
SANCHEZ, CHERRIEVIC CASTILLO	Pedro S. Garcia ES
ORLANES, ELIZABETH ESTILLOSO	
DUMAGAN, NANCY ALMENIANA	Ramon Magsaysay CES
PANTINOPE, ROEL CAMPOMANES	
FLORES, QUENNIE JOY DE LOS REYES	
ARMAN, JEANNETTE NIONES	
ABELLON, MARY JIMZ CASAS	
BARBA, HELOISE SERRA	
SORIANO, ROSEMARIE RAMOS	
DIACOSTA, ANNALIZA HUGO	
DIAZ, LUCIA PUCONG	
CAMARILLO, ROCHELLE ESPINOSA	
FORMENTERA, FAUNA KRISTINE SARSONA	
CANOY, LORDNESS COMEROS	
GALO, FERMIN JR JURIAL	
RABANES, GINALYN RAMIREZ	
FUENTES, EDELGRACE VEGAFRIA	
MOVIDA, ORLANDO CAMINADE	
DE LEON, NONELA PULVERA	
JULIANO, JECYL ASILO	
CABALE, FELINA MALONES	
ERASMO, MICHELLE GUMANAN	
BATION, ROSELYN DELES	
CRISPINO, GLENDA FUENTESFINA	
RUGA, DIVINA BELARMINO	Remedios N. Saplala ES (Matti ES)
ESTRADA, JIEMART SUMANGUE	
MOVIDA, MYRELL VICHO	
VICHO, CHRISTER ROVILLOS	
CHIKUITO, RAIZZA FERNANDEZ	
WENCESLAO, ROMEL HIALUNA	
CUEVAS, TERESE ANN MARIE JUBAN	
ENRERA, RENIELINE LORA	
GONZALES, DARLENE GEMOTO	
JARABELO, MITZI PATAGOC	Rizal CES
JAMCO, DANILYN PACTAO-IN	
SARAZA, RECHELLE SAMILLAO	
SALARDA, DENNIS NA	
ABAPO, SHERRI MERRILL LAPIÑA	
RABELO, SHEENA KARLA CLANES	Ruparan ES
ARELLANO, JUPALOYD SABUGA-A	
UMBAY, MARIBETH SAMORANOS	
BAGTASO, ROSE MARIE MANALO	
HIBAYA, MILA SAMORANOS	San Miguel ES
DELIMA, JOSEPHINE MANGARON	
BARON, NORMA SACASAN	
DESCUATAN, GINA LASCUNIA	
ARPON, IRIS LAPIDA	
CABALQUINTO, ANGELISA OCA	
BAUTISTA, SARILIE PADILLO	
DE MESA JR, GIME ANGELES	
VALLE, RECHELL ABAD	
LLAGAS, LEOVI MAE LUSICA	
LOZANO, ELLA ROSE DEIPARINE	
SALAO, SHEILA GUIMBAL	
ESGUERRA, MARIALYN PARAISO	
MONTANEZ, DAINY FAITH ZAMORA	Soong ES