



Republic of the Philippines  
**Department of Education**  
 Region VI- Western Visayas  
**SCHOOLS DIVISION OF SAGAY CITY**

JAN 03 2025

**DIVISION MEMORANDUM**

No. 003, s. 2025

**APPROVED APPOINTMENTS FOR TEACHING, TEACHING-RELATED, SCHOOL ADMINISTRATION AND NON-TEACHING PERSONNEL IN THE DIVISION OF SAGAY CITY FROM NOVEMBER 6 – DECEMBER 9, 2024**

TO: Assistant Schools Division Superintendent  
 Chief Education Supervisors (CID & SGOD)  
 Public Schools District Supervisors  
 Public Elementary & Secondary School Heads  
 All Others Concerned

1. To ensure transparency and improve personnel services, this Office disseminates the list of approved appointments for substitute, newly hired, promoted, and transferred teaching, teaching-related, school administration, and non-teaching personnel from November 6 – December 9, 2024.
2. The recruitment, selection, hiring, and promotion processes were conducted in compliance with the following guidelines:
  - a. **DepEd Order No. 66, s. 2007**: "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions" for higher teaching positions
  - b. **DepEd Order No. 7, s. 2023**: "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" for Teacher I, Related-Teaching, School Administration, and Non-teaching positions"
  - c. **MEC Order No. 10 s. 1979**: "Implementing Rules and Regulations for the System of Career Progression for Public School Teachers" for Master Teacher positions
  - d. **Division Memo 366 s. 2024**: "Call Up for Teachers Applying for Transfer of Station for SY 2024-2025" for teachers already in DepEd applying for transfer
3. It was ensured that in the conduct of the recruitment and selection processes there were no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
4. Immediate and wide dissemination of this memorandum is desired.

**MARSETTE D. SABBALUCA, CESO VI**  
 Schools Division Superintendent

**MARK ANTHONY TAN, PhD**  
 Chief Education Supervisor  
 OIC - Assistant Schools Division Superintendent  
 In-charge of the Division



Enclosure : as stated  
 Reference : as stated  
 Allotment : N/A  
 No. of Pages : 2  
 To be indicated in the **Perpetual Index** under the following subjects:

**APPOINTMENT PERSONNEL POLICY**

FN: WEN-HRPERSONNEL/MEMOS/Turn Around Time



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**Appointments Issued**  
**from November 6, 2024 to December 9, 2024**

Name	Position	Station	Station	Date of Appointment
Jovilyn V. Garcia	Teacher II	Promotion	Sagay City Senior HS	11/6/2024
Jocelyn C. Caumban	Teacher II	Promotion	Sagay City Farm School-JHS	11/6/2024
Ryan James F. Coniando	Teacher III	Promotion	Sagay NHS-Junior HS	11/6/2024
Ronnie Boy M. Sanipa	Teacher III	Promotion	B. Mahilum ES & HBIS-B. Mahilum Annex	11/6/2024
Queenie T. Barbas	Teacher I	Transfer (from Division of Taguig City-NCR)	ELMIS-Elementary	11/12/2024
Jose Desiree M. Leyte	Head Teacher I	Reclassification	Bulanon Farm School	11/13/2024
Marilou E. Jerios	Teacher III	Promotion	Raymundo Tupas ES-Sesco Extension	11/13/2024
Roco B. Descartin	Administrative Assistant II	Newly Hired	Bulanon FS-Senior HS	11/14/2024
Maritel G. Dawa	Teacher III	Promotion	Vito NHS-Senior HS	11/14/2024
Nova Mae D. Suarez	Teacher I	Newly Hired	ELMIS-Valeriana Añalucas Extension	11/25/2024
Shiela S. Cardinal	Teacher I	Newly Hired	Bulanon FS-Junior HS	11/25/2024
Maricel D. Vivas	Teacher I	Newly Hired	HBIS-Senior HS	11/26/2024
Rachel P. Alegre	SPED Teacher I	Promotion	Maria Lopez ES	11/27/2024
Jerlet J. Belandres	SPED Teacher I	Promotion	Maria Lopez ES	11/27/2024
Jeziel Bless J. Perez	Teacher I	Newly Hired	Sagay NHS-Junior HS	11/27/2024
Rhea A. Manlanat	Teacher II	Promotion	Sagay City Senior HS	11/27/2024
Nelia Mae B. Langcoy	Teacher III	Promotion	HBIS-Elementary	11/27/2024
Rey L. Magbanua	Teacher III	Promotion	AEMSES-School of the Future	11/27/2024
Baby N. Eras	Administrative Aide VI	Newly Hired	OSDS	12/3/2024
Lito P. Opena	Head Teacher I	Promotion	Campo Bago National High School	12/3/2024
Melissa S. Arlos	Master Teacher I	Promotion	Buenaventura V. Rodriguez ES	12/3/2024
John Mark N. Calvo	Administrative Aide VI	Newly Hired	OSDS-RECORDS	12/4/2024
Maricel C. Lape	Teacher I	Newly Hired	Onofre Dela Paz ES	12/4/2024
Marry Ann R. Lipaopao	Teacher I	Newly Hired	Matabas ES	12/4/2024
Patrick G. Mahinay	Teacher I	Newly Hired	Bulanon FS-Junior HS	12/4/2024
Jennifer Joy G. Dublin	Administrative Aide VI	Newly Hired	OSDS	12/9/2024
Ma. Margarita I. Dela Peña	Teacher I	Newly Hired	Rufino T. Halipa Sr. ES	12/9/2024