



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF CITY OF TAYABAS

15 July 2026

DIVISION MEMORANDUM
No. 476 s. 2026

**APPROVED RECLASSIFICATION OF POSITIONS WITH NOTICE OF
ORGANIZATION, STAFFING, AND COMPENSATION ACTION (NOSCA)
UNDER THE PREVIOUS GUIDELINES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Relative to the receipt of the final batch of Notice of Organization, Staffing, and Compensation Action (NOSCA) from the recently processed and submitted reclassification applications to the Department of Budget and Management (DBM) for FY 2024–2025 under the previous guidelines, this Office hereby announces to the field the teaching personnel with approved reclassifications of positions.
2. Attached herewith is **Enclosure 1** containing the list of personnel with approved NOSCA who are required to submit the documents necessary for appointment processing to their respective Administrative Officer II. In observance of the instructional block and classroom responsibilities of teachers, the Administrative Officer II shall review and check the completeness and accuracy of the submitted documents, facilitate their consolidation, and forward the complete submissions to the Personnel Section through the Records Section **on or before July 21, 2026**.
3. The checklist of requirements and the necessary forms may be downloaded through this link: <https://tinyurl.com/Reclassification-Appointment>.
4. Immediate dissemination and strict compliance of this Memorandum is desired.

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: NOSCA
To be indicated in the Perpetual Index
under the following subjects:

RECLASSIFICATION

OSDS Personnel Unit – approved reclassification of positions with notice of organization, staffing, and compensation action (nosca) under the previous guidelines
PERJGG42-002842 / July 15, 2026



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Enclosure 1: List of personnel with approved NOSCA

No.	Name	School	Position Title	
			From	To
1	Jeewel L. Cabriga	Calumpang Integrated School	Teacher I	Teacher II
2	Juliet V. Recto	Gibanga Elementary School	Teacher II	Teacher III
3	Norian C. Padua	Lakawan Elementary School	Teacher II	Teacher III
4	Ericka Jane M. Avilledo	Tayabas West Central School III	Teacher II	Teacher III
5	Jessica B. Argete	Luis Palad Integrated High School	Teacher II	Teacher III
****nothing follows****				