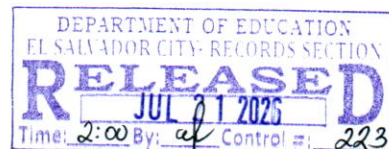




Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



July 20, 2026

DIVISION MEMORANDUM

NO. 223, s. 2026

CHANGE IN PLANTILLA ITEM NUMBERS OF EMPLOYEES PURSUANT TO
SECTION 12(A) OF THE 2025 ORAOHRA

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD & CID
Education Program Supervisors
All Public Secondary School Heads
All Others Concerned

1. Pursuant to **Section 12(a) of the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)**, which provides that a **change in item number** is an adjustment or movement of human resource that does not require the issuance of an appointment, the following employees are hereby assigned to the new plantilla item numbers indicated below, effective **July 24, 2026**;

Name of Incumbent	Position	Old Item Number	New Item Number
MACA, JAY R MAGSAYO	Teacher I	OSEC-DECSB- TCH1-660998-2024	OSEC-DECSB- TCH1-660842-2026
VIRADOR, CATHERINE GALLOGO	Teacher I	OSEC-DECSB- TCH1-662698-2018	OSEC-DECSB- TCH1-660843-2026
MAGHUYOP, BEN GABRIEL GALANG	Teacher I	OSEC-DECSB- TCH1-660629-2015	OSEC-DECSB- TCH1-660828-2026
CASTAÑOS, MARISTEL CALAPIS	Teacher I	OSEC-DECSB- TCH1-676474-1998	OSEC-DECSB- TCH1-660834-2026

2. The foregoing changes involve **only the plantilla item numbers**. There shall be no change in the employees' position titles, salary grades, salary steps, status of appointment, rank, duties and responsibilities, or station.

3. In accordance with Section 12(a) of the 2025 ORAOHRA, **no new appointment shall be issued** for these changes. The Human Resource Management Office shall issue the corresponding **Notice of Change in Item Number** to each affected employee, retain a copy in the employee's 201 File, and submit another copy to the appropriate Civil Service Commission Field Office for record purposes.

4. All records, payroll, and other administrative documents shall be updated accordingly. The Human Resource Management Unit and all concerned offices are directed to take the necessary actions to implement this memorandum.

5. This Office shall adhere to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on

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guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

6. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent
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ATCH.: As stated

Reference:

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES

RE: CHANGE IN PLANTILLA ITEM NUMBERS OF EMPLOYEES PURSUANT TO SECTION 12(A) OF THE 2025 ORAOHRA

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