



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

30 MAR 2023

DIVISION MEMORANDUM
No. 232, s. 2023

**APPROVED RECLASSIFICATION OF POSITIONS DUE TO
EQUIVALENT RECORD FORM (ERF)
(NOSCA No. 0702023-03-016, March 21, 2023)**

TO: Public Schools District Supervisors/District-In-Charge
Public Elementary/Secondary Schools Administrators
Public Elementary/Secondary Teachers

1. This is to announce the implementation of the reclassification of Equivalent Record Form (ERF) of the following elementary and secondary school teachers.

NAME OF INCUMBENT	PLANTILLA	FROM	TO
Abrasaldo, Jimson J.	Elementary	TCH1	TCH3
Abrasaldo, Leizl Anne D.	Elementary	TCH2	TCH3
Acab, Merichris A.	Elementary	TCH1	TCH3
Alabata, Janeliza K.	Elementary	TCH1	TCH3
Alvarico, Jc Jun S.	Elementary	TCH1	TCH3
Amante, Nesty Mae T.	Elementary	TCH1	TCH3
Andalajao, Maricel C.	Elementary	TCH1	TCH3
Aquino, Mary Joy A.	Elementary	TCH1	TCH3
Aseñas, Princess J.	Elementary	TCH1	TCH3
Austero, Licah May N.	Elementary	TCH1	TCH3
Balansag, Maxima P.	Elementary	MTCHR1	MTCHR2
Balasabas, Nealyn C.	Elementary	TCH1	TCH3
Balonio, Lorena T.	Elementary	TCH1	TCH3
Bansalan, Ashley S.	Elementary	TCH1	TCH3
Barrera, Liescel A.	Elementary	TCH2	TCH3
Batucan, Anabella F.	Elementary	TCH2	TCH3
Benedicto, Mae Ann N.	Elementary	TCH1	TCH3
Berongan, Lorina B.	Elementary	TCH1	TCH3
Bolongaita, Peregrina D.	Elementary	SPET1	SPET3
Buscato, Catherine E.	Elementary	TCH1	TCH3
Cabildo, Irish S.	Elementary	TCH1	TCH3
Cadelina, Lorena E.	Elementary	TCH1	TCH3
Cadimas, Mary Ann C.	Elementary	TCH1	TCH3
Cadungog, Cherry Joy L.	Elementary	TCH1	TCH3
Calidguid, Christine B.	Elementary	TCH1	TCH3
Callao, Mariefel B.	Elementary	TCH1	TCH3
Camingay, Joy R.	Elementary	TCH2	TCH3
Canoy, Hanna Grace B.	Elementary	SPET1	SPET3
Caro, Rona Mae P.	Elementary	TCH1	TCH3



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph

Caseres, Lolita J.	Elementary	TCH1	TCH3
Casinto, Jeraldene M.	Elementary	TCH1	TCH3
Corsame, Jessa V.	Elementary	TCH2	TCH3
Dalian, Jalou D.	Elementary	TCH1	TCH3
De Guia, Chabby Anson C.	Elementary	TCH1	TCH3
Deguit, Ruffa Joy O.	Elementary	TCH1	TCH3
Deslate, Grazel Mae L.	Elementary	TCH1	TCH3
Ebrole, Charlagne F.	Elementary	MTCHR1	MTCHR2
Egera, Laurence K.	Elementary	TCH2	TCH3
Ejera, Amie	Elementary	TCH1	TCH3
Eramas, Cyndi Immaculate R.	Elementary	TCH1	TCH3
Futalan, Melchie L.	Elementary	TCH1	TCH3
Gadiane, Lolita Q.	Elementary	TCH1	TCH3
Gampo-An, Merly R.	Elementary	TCH1	TCH3
Gantalao, Irene Joy P.	Elementary	TCH1	TCH3
Garibay, Claire E.	Elementary	TCH1	TCH3
Goldove, Randy R.	Elementary	TCH1	TCH3
Gordoncillo, Josephine T.	Elementary	TCH1	TCH3
Isugan, Aloha E.	Elementary	TCH2	TCH3
Jardiniano, Jea Marie S.	Elementary	TCH1	TCH3
Kabristante, Genevieve P.	Elementary	TCH1	TCH3
Kinicot, Cleofe C.	Sibulan MNHS	TCH3	MTCHR1
Kiskis, Eva Marie A.	Elementary	TCH1	TCH3
Kitane, Charlene R.	Elementary	TCH1	TCH3
Lado, Rosemarie B.	Elementary	TCH1	TCH3
Lagarde, Fave Randy A.	Elementary	TCH1	TCH3
Lagarde, Maricyl P.	Elementary	TCH1	TCH3
Lawas, Jojemar S.	Elementary	TCH1	TCH3
Lisondra, John Michael M.	Elementary	TCH1	TCH3
Lomigdong, Manilyn G.	Elementary	TCH1	TCH3
Lozaga, Raffy S.	Elementary	TCH1	TCH3
Macahilos, Merelou A.	Elementary	TCH1	TCH3
Maghinay, Julimer O.	Elementary	TCH1	TCH3
Magusara, Joynalin R.	Elementary	TCH2	TCH3
Noble, Edvireza M.	Elementary	TCH1	TCH3
Pacunla, Mailyn C.	Elementary	TCH1	TCH3
Pael, Michelle A.	Elementary	TCH1	TCH3
Pagon, Imie P.	Elementary	TCH1	TCH3
Pajantoy, Nestor R.	Elementary	MTCHR1	MTCHR2
Palongo, Dotthy Shanne P.	Elementary	TCH1	TCH3
Palumar, Elizabeth A.	Elementary	TCH2	TCH3
Parong, Ethyl B.	Elementary	TCH1	TCH3
Peña, Geniza S.	Elementary	TCH1	TCH3
Peras, Anabelle V.	Elementary	TCH2	TCH3
Plecir, Neslie A.	Elementary	TCH1	TCH3
Ramirez, Ana Mae B.	Elementary	TCH2	TCH3
Ramirez, Bb Boy Graciano III B.	Elementary	TCH2	TCH3
Remolano, Russel Jane S.	Elementary	TCH1	TCH3
Rodriguez, Arminda M.	Elementary	TCH1	TCH3
Rosalem, Jerbilyn Jean R.	Elementary	TCH1	TCH3
Rubio, Florenda F.	Elementary	TCH2	TCH3
Russel, Leu Vina T.	Elementary	TCH2	TCH3
Salomon, Rochelle Marie C.	Elementary	TCH1	TCH3



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph

Senillo, Riza P.	Elementary	TCH1	TCH2
Sildora, Gil P.	Elementary	TCH1	TCH3
Silvano, Mary Cris V.	Elementary	TCH1	TCH3
Soyoso, Gera Mae D.	Elementary	TCH2	TCH3
Sun, Jimuel	Elementary	MTCHR1	MTCHR2
Tapales, Ana Cristina G.	Elementary	TCH1	TCH3
Tapales, Eliseo B.	Elementary	TCH1	TCH3
Undang, Elnora	Elementary	HTEACH1	HTEACH2
Uy, Bernadette T.	Elementary	TCH1	TCH3
Vailoces, Zenaida A.	Elementary	TCH3	MTCHR1
Zuñiga, Dolorita R.	Elementary	TCH2	TCH3
Zuñiga, Ronele O.	Elementary	TCH1	TCH3

2. The above-listed teachers are advised to accomplish and submit their documents for the processing of **appointments** to the HRMO, Ms. Jian A. Diaz. Please check the list of requirements below:

- a. CS Form 212 (Personal Data Sheet)
*2 copies with 2 latest passport size pictures
- b. CS Form No. 4 (Certification of Assumption to Duty, revised 2018) – 3 copies
- c. CS Form No. 32 (Oath of Office – revised 2018) – 3 copies
- d. CS Form 1 (Position Description Form) – 2 copies
- e. PRC License (Original Authenticated Copy)- 2 copies (1 original & 1 photocopy)
- f. CS Form 211 (Medical Certificate) – 1 copy
*Medical Certificate should be signed by any Gov't Physician
*Attach results Nos. 1 – 3 only
- g. Marriage Contract – 1 copy (for married women only)
- h. Updated Service Record – 1 copy
- i. Latest Approved Appointment – 1 copy
- j. Tax Identification Number (TIN) – 1 copy
- k. NOSCA – 2 copies (c/o Ms. Irish Mae Belen - HRMU)
- l. Long Light Pink Folder

(All photocopies must be certified by the PSDS/District-In-Charge)

3. For information and guidance.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
3/30/23

SPP/NIR-MKP-JMA/AdS/LBY/jcadiente
March 28, 2023



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph