



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

**Office of the Schools Division
 Superintendent**

17 APR 2023

DIVISION MEMORANDUM
 No. 261, s. 2023

**APPROVED RECLASSIFICATION OF POSITIONS DUE TO
 EQUIVALENT RECORD FORM (ERF)
 (NOSCA No. 0702023-03-010, March 16, 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 Secondary school teachers.

NAME OF INCUMBENT	PLANTILLA	FROM	TO
Bandoquillo, Romelyn S.	Amlan NHS	TCH1	TCH3
Bantaya, Amancio P.	Amlan NHS	TCH1	TCH2
Guardario, Jocelyn B.	Ayungon MHS	TCH3	HTEACH1
Villarojo, Lisally Mae A.	Demetrio Alviola NHS	TCH1	TCH3
Abella, Jovelyn P.	Demetrio Alviola NHS	TCH1	TCH3
Carollo, Christine Mae A.	Demetrio Alviola NHS	TCH1	TCH3
Senador, Junalyn A.	Demetrio Alviola NHS	TCH1	TCH3
Mogar, Rescil V.	Jimalalud NHS	TCH1	TCH3
Durango, Melonie B.	Mabinay NHS	TCH1	TCH3
Guardiario, Mazzinni De La Peña	Mabinay NHS	TCH1	TCH3
Macapangal, Juellen Jey R.	Maria Macahig NHS	TCH1	TCH3
Ragpa, Farrah Fe G.	Maria Macahig NHS	TCH1	TCH3
Austero, Retchelle R.	Maria Macahig NHS	TCH1	TCH3
Carollo, Rose Mae A.	Pacuan PCHS	TCH1	TCH3
Pacunla, Maria Joanna L.	Pacuan PCHS	TCH1	TCH3
Berlan, Lyka May S.	Don Emilio Macias MNHS	TCH2	TCH3
Calibgos, Gerson G.	Don Emilio Macias MNHS	TCH1	TCH3
Peronce, Ma. Lourdes E.	Gregorio Elmaga MHS	TCH1	TCH3
Palomar, Ruvelyn E.	Siaton NHS	TCH1	TCH3
Morales, Christian G.	Siaton NHS	TCH1	TCH3



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Galdo, Ashley Sherlyn T.	Siaton NHS	TCH1	TCH3
De Castro, Carla Mae T.	Sibulan MNHS	TCH1	TCH3
Dela Cerna, Katerine Cecilia B	Sibulan MNHS	TCH1	TCH3
Drilon, Iren Z.	Sibulan MNHS	TCH1	TCH3
Lastimoso, Mary Lovilin L.	Valencia NHS	TCH1	TCH3
Ojario, Roland P.	Valencia NHS	TCH1	TCH3
Banot, Blanche C.	Valencia NHS	TCH1	TCH3
NOSCA No. 0702023-03-028, March 31, 2023			
Isugan, Geraldine B.	Mabinay NHS	TCHR3	MTCHR1
NOTHING FOLLOWS			

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 (to be attached by HRMU incharge upon submission of other documents)
- l. Long Light Pink Folder

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

3. For information and guidance.


NERI C. OJASTRO, EdD, CESE
 Schools Division Superintendent

4/14/23

