



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

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 297, s. 2023

03 MAY 2023

**APPROVED RECLASSIFICATION OF POSITIONS DUE TO
EQUIVALENT RECORD FORM (ERF)
(NOSCA No. 0702023-04-009, April 24, 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 school and secondary school teachers.

NAME OF INCUMBENT	PLANTILLA	FROM	TO
Balansag, Janice Agunod	Elementary	TCH1	TCH3
Dandan, Armela Pagran	Elementary	TCH2	TCH3
Ejara, Aillen Aboy	Elementary	TCH1	TCH3
Bangcal, Janice Abol	Secondary/Tampi NHS	TCH1	TCH3
Grafil, Apple Grace Cadiente	Secondary/Paniabonan HS	TCH1	TCH3
Vergara, Bami Celeste Mugatar	Secondary/Manjuyod HS	TCH1	TCH3
Montemayor, Marypo Vergara	Secondary/Budlasan NHS Annex	TCH1	TCH3
Cuizon, Ma. Chin Labao	Secondary/Ayungon Municipal HS	TCH1	TCH3
Nuique, Eglina Aballe	Secondary/Don Emilio Macias Memorial NHS	TCH1	TCH3
Uy, Paul Anka Blaza	Secondary/Jimalalud NHS	TCH1	TCH3
Lamanero, Mary Grace Cordero	Secondary/Tampi National HS	TCH1	TCH3



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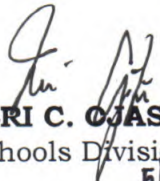
Ramirez, Apple Fausto	Secondary/Don Emilio Macias MNHS	TCH1	TCH3
Dorias, Rose Ann Zamora	Secondary/Don Emilio Macias MNHS	TCH1	TCH3
Aliling, Eddielyn Dalmacio	Secondary/Sibulan Memorial NHS	TCH1	TCH3
NOTHING FOLLOWS			

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 inserted by the Division personnel incharge upon submission of 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
 5/2/23

SPP/NLR-MKP-JMA/AdS/JAD/imb
April 26, 2023



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