

Republic of the Philippines  
**Department of Education**

**SCHOOLS DIVISION OF NEGROS ORIENTAL**

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. 300, s. 2023

04 MAY 2023

**APPROVED RECLASSIFICATION OF POSITIONS DUE TO  
EQUIVALENT RECORD FORM (ERF)  
(NOSCA No. 0702023-04-003, April 13, 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 teachers.

NAME OF INCUMBENT	PLANTILLA	FROM	TO
Almorato, Jerlyn Pacaña	Elementary	TCH1	TCH3
Cabrera, Flordeliza Lapaz	Elementary	TCH1	TCH3
Cadungog, Myrel Echavez	Elementary	TCH1	TCH3
Calunsag, Melcher Joy Perez	Elementary	TCH1	TCH3
De Los Santos, Lee Lyne Sumbilon	Elementary	TCH1	TCH3
Diche, Regina Grace Acibo	Elementary	TCH1	TCH3
Garces, Marben Bayan	Elementary	TCH1	TCH3
Garibay, Rosette Angelic Ramiso	Elementary	TCH1	TCH3
Gerona, Wella Mae Detuelo	Elementary	TCH1	TCH3
Lagrimas, Athena Meriam Gonzales	Elementary	TCH1	TCH3
Laingo, Janice Gaitera	Elementary	TCH1	TCH3
Macay, Vic Stephen Gaso	Elementary	TCH1	TCH3
Malicse, Sarah Jane Palallos	Elementary	TCH1	TCH3
Paladar, Marites Silva	Elementary	TCH1	TCH3

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

Quisay, Mia Glaidel Sun	Elementary	TCH1	TCH3
Ragay, Reinalyn Edrea	Elementary	TCH1	TCH3
Rosano, Nelriza Dela Cruz	Elementary	TCH1	TCH3
Siaboc, Rosebell Ann Jakosalem	Elementary	TCH1	TCH3
Tomias, Allan Opalla	Elementary	TCH1	TCH3
<b>***NOTHING FOLLOWS***</b>			

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  
 51423

SPP/NLR-MKP-JMA/AdS/JAD/imb  
April 28, 2023

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