



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

**Office of the Schools Division  
Superintendent**

17 MAY 2023

DIVISION MEMORANDUM  
No. 323, s. 2023

**SUBMISSION OF DOCUMENTS FOR DBM IMPLEMENTATION OF THE APPROVED  
EQUIVALENT RECORD FORM (ERF)**

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 their Equivalent Record Form (ERF) of the following elementary school and secondary school teachers.

Name of Incumbent	School/District	From	To
Danilo D. Faburada	Tampocon ES/Ayungon 1	Tch1	Tch2
Messeiah B. Minguito	Peñahan ES/Bindoy 1	Tch1	Tch3
Edorney V. Acabal	Peñahan ES/Bindoy 1	Tch1	Tch3
Ristly Jean K. Mana-ay	Talaptapan ES/Bindoy 2	Tch1	Tch3
Jacqueline P. Abrasaldo	Danao ES/Bindoy 2	Tch1	Tch3
Mary Luz B. Bartiana	Bayog ES/Canlaon 1	Tch1	Tch3
Debbie D. Beatingo	Jose B. Cardenas MHS/Canlaon	Tch1	Tch3
Maria Jeva E. Callao	Cabulihan ES/Guihulngan Division	Tch2	Tch3
Rosita A. Tachado	Cabulihan ES/Guihulngan Division	Tch1	Tch3
Reshel B. Ybarsabal	ALS/Jimalalud 2	Tch1	Tch3
Jahn Rose C. Jadraque	Pacuan National HS/La Libertad 2	Tch1	Tch3
Maria Michaela L. Duran	Bagtic NHS/Mabinay 1	Tch1	Tch3
Aisa C. Ibero	Bagtic NHS/Mabinay 1	Tch1	Tch3
Melahny B. Flora	Pandanon ES/Mabinay 4	Tch2	Tch3
Rosebeth V. Baldado	Pandanon ES/Mabinay 4	Tch1	Tch3
Jonah France B. Durango	Pandanon ES/Mabinay 4	Tch1	Tch3
Jinky T. Caratao	Pandanon ES/Mabinay 4	Tch1	Tch3
Praisey Pas S. Bohol	Pandanon ES/Mabinay 4	Tch1	Tch3
Relieth D. Rebayla	Pandanon ES/Mabinay 4	Tch1	Tch3
Jessel Mae M. Papa	Basakan ES/Mabinay 4	Tch1	Tch3
Alma May A. Prestin	Bato ES/Mabinay 4	Tch1	Tch3
Mi Arr P. Tolete	Lamogong ES/Manjuyod 1	Tch1	Tch3
Lutchie B. Estrellado	San Jose Central ES/San Jose	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



Chanibal R. Batal	Crisostomo O. Retes NHS/San Jose	Tch1	Tch3
Rowena L. Fajardo	Casalaan ES/Siaton 2	Tch1	Tch3
Maria Lyn U. Jangas	Canaway ES/Siaton 2	Tch1	Tch3
Marlyn J. Asonio	Canaway ES/Siaton 2	Tch1	Tch3
Jeffrey R. Fajardo	Apoloy ES/Siaton 3	Tch1	Tch3
Villa V. Molas	San Antonio NHS/Sibulan 1	Tch2	Tch3
Reyia V. Lumontad	Bolocboloc ES/Sibulan 1	Tch2	Tch3
Jovelyn V. Abonin	Maningcao ES/Sibulan 2	Tch1	Tch3
Rhea C. Dungcoy	Maningcao ES/Sibulan 2	Tch2	Tch3
Dyahne Lyn A. Waminal	Maningcao ES/Sibulan 2	Tch1	Tch3
Joy G. Remanoque	Tamlang ES/Sta. Catalina 3	Tch1	Tch3
Karen Mae E. Luyas	Buenavista ES/Sta. Catalina 4	Tch1	Tch3
Sunshine B. Labrador	San Vicente ES/Sta. Catalina 4	Tch1	Tch3
Fe P. Merto	Caigangan ES/Sta. Catalina 4	Tch1	Tch3
Lovella D. Emperado	Sacsac ES/Tayasan 1	Tch1	Tch3
April Lou Y. Dela Peña	Basak ES/Zamboanguita 1	Tch1	Tch3
Jeneva Mae B. Cafino	Maluay ES/Zamboanguita 1	Tch1	Tch3
***NOTHING FOLLOWS***			

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

- a. Indorsement letter from PSDS
- b. Letter Request of the School Head/Principal (for **SECONDARY ONLY**)
- c. Original Approved ERF – 2 original copies and 2 certified photocopies
- d. Updated Service Record- 1 original copy and 2 certified photocopies
- e. Latest 2022 Plantilla of Personnel (Certified Xerox Copies)- 2 copies
- f. Latest Payslip (Certified Xerox Copies)- 2 copies
- g. Latest Approved Appointment (Certified Xerox Copies)- 2 copies
- h. Sworn Statement (must be notarized) with documentary stamp- 1 copy
- i. Must be compiled in a long white ordinary folder and labeled with complete name,school/district and contact number

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

3. For information and guidance.

  
**NERI C. OJASTRO, EdD, CESE**  
 Schools Division Superintendent

5/11/23

SPP/NLR-MKP-JMA/AdS/JAD/imb  
May 9, 2023



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