



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

**Office of the Schools Division
 Superintendent**

31 MAY 2023

DIVISION MEMORANDUM
 No. 384, s. 2023

**APPROVED RECLASSIFICATION OF POSITIONS DUE TO EQUIVALENT RECORD
 FORM (ERF)
 (NOSCA No. 0702023-05-14, May 22, 2023)**

TO: Assistant Schools Division Superintendents
 Chiefs, CID & SGOD
 Education Program Supervisors/Division Coordinators
 Public Schools District Supervisors/District-In-Charge
 Public Elementary/Secondary Schools Administrators
 Public Elementary/Secondary Teachers
 All Others Concerned

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
Faderon, Rosepel Baynos	Elementary	SPET1	SPET2
Calog, Evangeline Engriso	Elementary	SPET1	SPET3
Rodriguez, Maribeth Sojerido	Elementary	SPET1	SPET2
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 no. 1-3 only



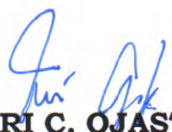
Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph

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 docemntary stamp- 1copy
- i. Must be compiles 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
5/30/23

SPP/NLR-MKP-JMA/AdS/JAD/jmb
May 29, 2023



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