



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

Office of the Schools Division
 Superintendent

23 JUN 2023

DIVISION MEMORANDUM
 No. 442, s. 2023

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

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/ secondary school teachers.

Note: (The **GREEN FOLDERS** already signed are to be claimed by any of the district representative with their PSDS consent at the Personnel Section.)

NAME OF INCUMBENT	SCHOOL/DISTRICT	FROM	TO
Faith W. Omatang	Jantianon ES/Amlan	TCH1	TCH3
Aileen S. Casama	Cañete ES/Amlan	TCH1	TCH3
Rogiecris C. Amaro	Mabato ES/Ayungon 1	TCH1	TCH3
Carmephe R. Galceran	Naula-an ES/Bindoy 1	TCH1	TCH3
Princess Grace B. Patriarca	Bulod ES/Bindoy 1	TCH1	TCH3
Cindy C. Bolo	Nalundan ES/Bindoy 2	TCH1	TCH3
Megan T. Cerial	Apo ES/Dauin	TCH1	TCH3
Scarlett A. Torres	Campo-Aling ES/Mabinay 1	TCH2	TCH3
Analisa C. Taladtad	New Namangka ES/Mabinay 3	TCH1	TCH3
Jessica M. Perater	Bulibulihan ES/Mabinay 3	TCH1	TCH3
Margie B. Onlagada	Bato ES/Mabinay 4	TCH2	TCH3
Ernie B. Laguerder	Samac ES/Mabinay 4	TCH1	TCH3
Almira P. Narciso	Sagrada ES/Manjuyod 1	TCH1	TCH3
Genalyn L. Cadalin	San Jose ES/Manjuyod 1	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

Dawn Marie C. Tamagos	San Isidro ES/Manjuyod 2	TCH1	TCH3
Sheena Neth R. Palomar	Manjuyod Central ES/Manjuyod 2	TCH1	TCH3
Maria V. Bandoquillo	Tapon Norte ES/San Jose	TCH2	TCH3
Niña Mae G. Cueno	Palayuhan ES/Siaton 1	TCH1	TCH3
Gladys Jade E. Tinguban	Apoloy ES/Siaton 3	TCH1	TCH3
Brendalie F. Abiera	Cangmating ES/Sibulan 1	TCH2	TCH3
Benjile G. Ybiossa	Balugo ES/Sibulan 2	TCH1	TCH3
Vonna Riza O. Decano	Escaguit ES/Sibulan 2	TCH1	TCH3
Juvie T. Tablo	Balugo ES/Sibulan 2	TCH1	TCH3
Amelia T. Balasabas	Manalongon Nicolas N. Lajot CS/Sta. Catalina 1	TCH1	TCH3
Irene T. Armentano	Kakha ES/Sta. Catalina 3	TCH1	TCH3
Jackielou N. Casipe	Caranoche Central ES/Sta. Catalina 4	TCH2	TCH3
Vernn M. Toledo	Caranoche Central ES/Sta. Catalina 4	TCH2	TCH3
Shela O. Dela Cerna	Lag-it ES/Tayasan 2	TCH1	TCH3
Amje S. Atoy	Inas ES/Valencia	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)



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3. For information and guidance.


NERIC C. OJASTRO, EdD, CESE
Schools Division Superintendent

6/24/23

NCO/NLR-MKP-JMA/AdS/JAD/imb
June 19, 2023





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