



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

**Office of the Schools Division
Superintendent**

MEMORANDUM
MLA-2023- 491

TO: (Please see attached list)

Thru: Public Schools District Supervisors/ School Heads

FROM: **NERI C. OJASTRO, EdD, CESE**
Schools Division Superintendent
7/14/2023

SUBJECT: **APPROVED RECLASSIFICATION OF POSITIONS DUE TO
EQUIVALENT RECORD FORM (ERF)—(NOSCA No. 0702023-07-
011, July 5, 2023)**

DATE: **July 14, 2023**

1. This is to announce the implementation of the Equivalent Record Form (ERF) of the following elementary school teachers, to wit;

Name of Incumbent	Plantilla	From	To
Abrasado, Liezel Balauro	Elementary	Tch1	Tch3
Abrea, Elca Enardecido	Elementary	Tch1	Tch3
Alpas, Mellhar Dejos	Elementary	Tch1	Tch3
Andaya, Amy Dinapo	Elementary	Tch1	Tch3
Anito, Shechenne Shiloh Catubig	Elementary	Tch1	Tch3
Balasabas, Fritz Taub	Elementary	Tch2	Tch3
Balde, Jessa Baldado	Elementary	Tch1	Tch3
Barredo, Maricel Lastimado	Elementary	Tch1	Tch3
Batiancila, Kathleen Remolano	Elementary	Tch1	Tch3
Bejagan, Alecia Susas	Elementary	Tch1	Tch3

18 JUL 2023



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

Binondo, Dexter Bangkat	Elementary	Tch1	Tch3
Buenavista, Velyn Ferraren	Elementary	Tch1	Tch3
Cacaldo, Chariza Kadusale	Elementary	Tch2	Tch3
Cadungog, Eva Lilia Luz Taruc	Elementary	Tch1	Tch3
Cafino, Shirley Rose Villaroz	Elementary	Tch1	Tch3
Calidguid, Jocelyn Rodriguez	Elementary	Tch1	Tch3
Caminade, Helen Cambarihan	Elementary	Tch1	Tch3
Catubay, Gleceryl Babiera	Elementary	Tch1	Tch3
Claros, Jesiel Mae Bregondot	Elementary	Tch1	Tch3
Comendador, Monaliza Abapo	Elementary	Tch1	Tch3
Darias, Katrina Almero	Elementary	Tch1	Tch3
Electona, Judelyn Leonardo	Elementary	Tch1	Tch3
Emperado, Russel Mejares	Elementary	Tch1	Tch3
Galsing, Lexiebeth Diaz	Elementary	Tch1	Tch3
Gantalao, Stefanie Amantillo	Elementary	Tch1	Tch3
Gonzales, Niña Mae Ramayramay	Elementary	Tch1	Tch3
Hipulan, Joan Nuique	Elementary	Tch1	Tch3
Juan, Rose Samie Solitana	Elementary	Tch1	Tch3
Labuan, Rammel	Elementary	Tch1	Tch3
Magbanua, Jenefer Ebarita	Elementary	Tch1	Tch3
Magos, Krisila Marie Taberos	Elementary	Tch1	Tch3
Manacio, Jovencia Elnar	Elementary	Tch2	Tch3
Medez, Monessa Aguirre	Elementary	Tch1	Tch3
Montecino, Dorothy Sajulla	Elementary	Tch1	Tch3
Nocete, Daffodil Blythe Ablir	Elementary	Tch1	Tch3
Omole, Napoleon Bacara	Elementary	Tch1	Tch3
Pacunla, Fluoramie Amarante	Elementary	Tch1	Tch3
Palalon, Joselyn Gajigan	Elementary	Tch2	Tch3
Patron, Florrecyl Mapula	Elementary	Tch1	Tch3
Quiroqui, Gaudiosa Doing	Elementary	Tch2	Tch3
Ragay, Jennica Marie Pajulas	Elementary	Tch1	Tch3
Ragay, Maricel Villesa	Elementary	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

Ramirez, Milagros Toroy	Elementary	Tch2	Tch3
Ramirez, Mitchie Lyn Toroy	Elementary	Tch1	Tch3
Santos, Michelle Requina	Elementary	Tch1	Tch3
Sario, Brandice Tinguha	Elementary	Tch1	Tch3
Solitana, Gloria Fe Rebutazo	Elementary	Tch2	Tch3
Suasin, Michelle Valencia	Elementary	Tch1	Tch3
Suminguit, Maria Niña Cuevas	Elementary	Tch1	Tch3
Tegres, Blessly Narciso	Elementary	Tch1	Tch3
Tuble, Manulito Lasola	Elementary	Tch1	Tch3
Ventula, Regie Cimafranca	Elementary	Tch1	Tch3
NOTHING FOLLOWS			

2. The above-listed teachers are advised to accomplish and submit their documents for the processing of **APPOINTMENTS** to the Human Resource Manangement Unit (HRMU). 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 attached by HRMU incharge upon submission of other documents)
 1. Long Light Pink Folder
- (All photocopies must be certified by the PSDS/ District-In-Charge)*

3. For inquiries, you may contact, Ms. Jian A. Diaz at Tel.# (035)422-0267.

4. For information and guidance.

