



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- 492

TO: (Please see attached list)

Thru: Public Schools District Supervisors/ School Heads

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

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

DATE: **July 12, 2023**

1. This is to announce the implementation of their Equivalent Record Form (ERF) of the following elementary school/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.)
2. The 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.

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

List of Names with Districts/Schools:

Ayungon 2

Eden T. Vermon- Tambo NHS
Jeaniza F. Munsod- Tambo NHS

Bayawan

Cristile Mae E. Villaluz- Cabalayongan ES
Venus A. Jimena- Cabalayongan ES

Bindoy 1

Rita C. Catacutan- Peñahan ES

Bindoy 2

Axcibel F. Cabrera- DLANHS

Jimalalud 2

Carla Jean D. Abole- Apanangon ES

Mabinay 3

Christeen Joy G. Erosido- Mabinay NHS

Manjuyod 1

Rea Mae C. Andaya- Tanglad ES

Manjuyod 2

Jessel B. Lagunero- Balaas ES

San Jose

Flora R. Sustento- Crisostomo O. Retes NHS

Siaton 4

Marietta A. Alagadmo- Giligaon ES
Roger E. Namol- Giligaon ES

Sibulan 1

Estela A. Abancio- Boloc-Boloc HS
Dionilin L. Carnesil- Boloc-Boloc HS

Sibulan 2

Baby Glenn D. Onte- Magsaysay Memorial ES

Sta. Catalina 2

Lisette Z. Elma- Cawitan HS

Sta. Catalina 4

Robelyn C. Lajot- Omoso ES

Zamboanguita 2

Julie Cate P. Delmo- Jose Marie Locsin MHS

SPP/NLR-MKP-JMA/AdS/JAD/imb
July 12, 2023



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