



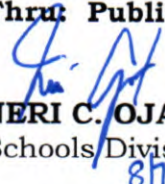
Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM
MLA-2023- 534

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: **August 4, 2023**

1. This is to announce the implementation of their Equivalent Record Form (ERF) of the 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- 1copy
 - 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.

08 AUG 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:

Jimalalud 2

Flordelisa R. Matuog-Bangcal HS

La Libertad 1

Sheila Mae G. De Padua-La Libertad TVS

Albert T. Pablo-La Libertad TVS

Mabinay 1

Jennibeth Y. Balderas- Bagtic NHS

Angelita B. Borganio-Bagctic NHS

Vinge C. Labrador-Bagtic NHS

Mabinay 2

Gina A. Gabilan- Campanun-an Provincial Community HS

Mabinay 3

Seth C. Grafil-Mabinay NHS

Negros Oriental HS

Ian Ray E. Deposoy

Siaton 1

Madelfa R. Carillo- Sumaliring HS

Kitse C. Concha- Sumaliring HS

John Mark A. Kinalamay-Sumaliring HS

Siaton 2

Mylene G. Palagtiw- Siaton NHS

Sibulan 1

Leah Mae L. Estorco

Sibulan 2

Mirasol B. Sienes

Sta. Catalina 2

Rhodelyn A. Pantoja-Nagbinlod HS

Sta. Catalina 4

Grace E. Macahilos-Obat HS

Jasmin A. Torres-Obat HS

Sandra E. Olores-Obat HS

Katrina N. Carballo-Obat HS

Tayasan 1

Jusel N. Tebio

Zamboanguita 1

Clinton T. Dayot- Santiago Delmo MHS

SPP/NLR-MKP-JMA/AdS/JAD/imb
August 4, 2023



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