



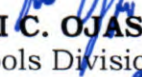
Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

MEMORANDUM  
MLA-2023- 590

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 22, 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.

25 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:**

**Ayungon 2**

Niña S. Basilio- Banban Elementary School

**Bindoy 2**

Noel A. Enumerabellon - DLANHS

**Dauin**

Antonieta B. Manginsay – Tugawe Elementary School

Annie D. Manahon – Bulak Elementary School

Rose Mae Myrel Sumael – Malongcay Elementary School

Maria Jesusa A. Abunin - Malongcay Elementary School

Marichu M. Diaz – Malongcay Elementary School

**Mabinay 2**

May Mirth P. Soroño- Tara PCHS

Felly M. Abordo – Himocdungon Elementary School

Alma Fe B. Retada- Baliw Elementary School

Joy Anne S. Omoso – Danawan Elementary School

**Mabinay 4**

Hannah S. Faura – Pinayon-an Elementary School

Hazel S. Faura - Pinayon-an Elementary School

Madelyn A. Laranio – Luyang Elementary School

**Manjuyod 1**

Gretchen A. Acibo – Lamogong Elementary School

Niña Jane A. Amante – Sagrada Elementary School

Giefred Steph L. Galas – Tanglad Elementary School

**San Jose**

Jessa Marie T. Suarez – Tapon Norte Elementary School

Kathleen Ruth S. Antecristo - San Jose Central Elementary School

**Siaton 3**

Mary Joy C. Ebrole – Salag Elementary School

Xenia Ygdrasil Zoe S. Trono – Sandulot Elementary School

**Sibulan 1**

Cheery G. Noyal – Sibulan Night High School

**Sibulan 2**

Roselie Jean F. Ceniza – Maningcao Elementary School



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Leah S. Zaragoza – Looc Elementary School  
Medison A. Nillas – Looc Elementary School

**Sta. Catalina 1**

Sharon L. Bon – Eligio T. Monte de Ramos High School

**Sta. Catalina 2**

Lucibelle Marie L. Pedrona – Nagbalaye High School

**Sta. Catalina 3**

Natranillo B. Casas – Sta. Catalina National High School

**Valencia**

Sarah D. Villamil – Valencia Central Elementary School  
Jeanette P. Sanchez - Valencia Central Elementary School

**Zamboanguita 1**

Agripina C. Cafino – Gregorio Elmaga Memorial Elementary School

SPP/NLR-MKP-JMA/AdS/JAD/imb  
August 22, 2023



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