



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- 622

TO: (Please see attached list)

Thru: Public Schools District Supervisors/ School Heads

FROM:  **NERI C. OJASTRO, EdD, CESE**
Schools Division Superintendent
9/6/23

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

DATE: **September 1, 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.



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:

Bayawan

Sherlyn Faith C. Dolauta – Linantayan Elementary School
Jona Mae Feril Galve – Olandao Elementary School
Hydebella V. Gaga-a – Maglinao Elementary School

Bindoy 2

Ma. Aiza E. De Arca – Nalundan Elementary School
Dianna Thea P. Bubole – Demetrio L. Alviola NHS

Jimalalud 2 –

Jaycel A. Dagangan – Owacan PCHS- Apanangon Extension

La Libertad 2

Jesslie May P. Pajayat – Pacuan National High School

Mabinay 1

Chris Jan E. Narciso – Cantombol Elementary School

Mabinay 2

Jeda May S. Depalas – Tara Provincial Community High School

Mabinay 4

Mylie J. Badoy – Binantangan Elementary School

Manjuyod 1

Maridy K. Dinapo – Matambok Elementary School

Manjuyod 2

Lucille Lynn A. Balsamo – Butong Elementary School



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Siaton 1

Christian Ailah P. Palarpalar – Sumaliring High School
Jonalyn G. Bucad - Sumaliring High School

Sibulan 1

Maizzeh Joope C. Cuerda – Sibulan Central Elementary School
Venus V. Villamil – Sibulan National High School
Rosalina V. Ejercito – Sibulan National High School
June Anne O. Fonollera – Boloc-boloc High School

Sibulan 2

Mary Rose B. Amor – Tubod/Bagtic Elementary School

Sta. Catalina 1

Jovelyn R. Capiña – Fatima Elementary School
Sara Mae P. Abante – Carmen Teves Tia Memorial Elementary School

Sta. Catalina 2

Ameda Grace A. Traces – Cawitan High School

Tayasan 1

Dazzel G. Balsamo – Sacsac Elementary School

