



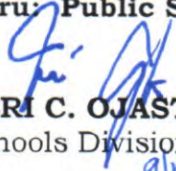
Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
 Superintendent**

MEMORANDUM
 MLA-2023- 628

TO: (Please see attached list)

Thru: Public Schools District Supervisors/ School Heads

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

SUBJECT: **APPROVED RECLASSIFICATION OF POSITIONS DUE TO
 EQUIVALENT RECORD FORM (ERF)—(NOSCA No. 0702023-08-
 022, August 29, 2023)**

DATE: **September 8, 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
Absin, Mabeth Ama-At	Elementary	Tch2	Tch3
Acabal, Chalyn Luardo	Elementary	Tch1	Tch3
Acosta, Shiela Elnas	Elementary	Tch1	Tch3
Aurellios, Guil Rose May Quilnet	Elementary	Tch1	Tch3
Baje, Edelbeth Gabunales	Elementary	Tch2	Tch3
Bartolo, Lady Ann Palmisa	Elementary	Tch1	Tch3
Bandanillo, Liezel Billones	Elementary	Tch1	Tch3
Briones, Janine Villacuatro	Elementary	Tch1	Tch3
Bustamante, Joy Garde	Elementary	Tch1	Tch3
Cadano, Rest Abequibel	Elementary	Tch1	Tch3

12 SEP 2023



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 Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
 Email Address: negros.oriental@deped.gov.ph

Cimafranca, Wilma Tubaga	Elementary	Tch1	Tch3
Cuevas, Jasmin Manaban	Elementary	Tch2	Tch3
Deguit, Ana Palumar	Elementary	Tch1	Tch3
Dela Liña, Ailyn Garces	Elementary	Tch1	Tch3
Dionanao, Ariane Mae Samson	Elementary	Tch1	Tch3
Egera, Rechiel Kiskis	Elementary	Tch1	Tch3
Estrabela, May Ann Fabillar	Elementary	Tch1	Tch3
Faburada, Vina Basilisco	Elementary	Tch1	Tch3
Gumelac, Aisa Joy Andaya	Elementary	Tch1	Tch3
Ibero, Jeanizel Siagao	Elementary	Tch1	Tch3
Indino, Arine Cristine Arsenal	Elementary	Tch1	Tch3
Jaugan, Mira Paula Paguio	Elementary	Tch2	Tch3
Llanera, Elena Balderas	Elementary	Tch1	Tch3
Magsigay, Honey Lyn Alama	Elementary	Tch1	Tch3
Maquilan, An-an Canate	Elementary	Tch1	Tch3
Obañana, Maria Santisima Umbac	Elementary	Tch1	Tch3
Pacunla, Regie Mill Aniñon	Elementary	Tch1	Tch3
Pajuelas, Vetil Jean Paligsa	Elementary	Tch1	Tch3
Pike, Edcel Marie Gabo	Elementary	Tch2	Tch3
Pike, Jayward Macatumbas	Elementary	Tch2	Tch3
Silva, Sheila Mae Pajardo	Elementary	Tch1	Tch3
Tubaga, Sheila Mae Sadagnot	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 Management 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



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- 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)
 - l. 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.

SPP/NLR-MKP-JMA/AdS/JAD/imb
September 8, 2023



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