



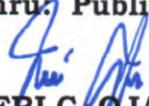
Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM
MLA-2023- 674

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: **October 3, 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:

Amlan

CHARLEN A. PALENCIA- Cantalina ES

Ayungon 2

XYLEEN YNAH R. JAMITO – Mabato ES

EVANGELINE D. GORGONIO- Mabato ES

KRISTY N. LAGRIMAS- Tibyawan ES

Ayungon 1

NOUIE BERNARDELLE H. ACABAL- Ayungon National HS

Bindoy 2

LINIE LYN A. RUSIANA- Danao ES

MARY JOY C. CACALDO- Demetrio L. Alviola National HS

JOHN FRANCIS D. PALOMAR- Danao ES

Jimalalud 2

JELLE M. NOTIVO- Owacan Provincial Community HS

JESSIE C. LAPUS- Owacan Provincial Community HS

CARMELA M. SILVA- Owacan Provincial Community HS

CYRIN ROSE P. ESTRABELA- Owacan Provincial Community HS

San Jose

CAMILO B. RAMIREZ JR.- Alicia C. Calumpang ES

Siaton 1

MAY CYRILLE S. TUBAT- Sumaliring HS

NADINE JEAN S. HIDALGO- Sumaliring HS

Siaton 4

BEVERLY M. FABIAN- Pio Macahig Memorial Central School

Sibulan 2

JONNELL C. JUSTAN – Magsaysay Memorial ES

Sta. Catalina 1

JHOAN GRACE J. DELOS REYES- Hingles ES

Sta. Catalina 2

JINKY G. MONES- Caniogan Valley ES

Sta. Catalina 4

RODELYN L. GACO- Mansagomayon ES



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Tayasan 1

REY S. NAVARRO- Pindahan ES

JOJIN B. NAVARRO- SacSac ES

JOY MARIE D. MAQUILING- SacSac ES

Valencia

PEREGRINA M. VINCOY- Balugo ES

JOVY O. TUTING- Pulang Bato National HS

LEIZA M. MORENO- Pulang Bato National HS

SPP/NLR-MKP-JMA/AdS/JAD/imb
October 3, 2023



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