



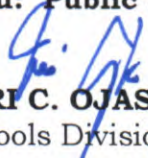
Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

MEMORANDUM  
MLA-2023- 682

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 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- 1 copy
  - 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

OCT 2023

**List of Names with Districts/Schools:**

**Siaton 1**

**LESLIE T. PAJULAS-Sumaliring ES**

**Sibulan 1**

**CATHERINE D. MARMOLEJO- Tubigon ES**

**Sibulan 2**

**MARY ANN O. GRAMATICA-Tubod/Bagtic ES**

**Sta. Catalina 4**

**EDLYN T. SARDAN- Caigangan ES**

**GRACE S. RAMADA- Amio ES**

**Tayasan 1**

**JERAH B. HANGCAN- Ilaya-Tayasan ES**

**Zamboanguita 2**

**JECQUEL P. MACAHIPAY- Benito Gadiana ES**

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



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