



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- 643

TO: (Please see attached list)

Thru: Public Schools District Supervisors/ School Heads

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

SUBJECT: **APPROVED RECLASSIFICATION OF POSITIONS DUE TO
 EQUIVALENT RECORD FORM (ERF)—(NOSCA No. 0702023-09-
 001 & 002, September 1, 2023)**

DATE: **September 19, 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
1. Acibron, Daryl Rodriguez	Elementary	Tch2	Tch3
2. Alcoriza, Julieve Saron	Elementary	Tch2	Tch3
3. Amarante, Mary-An Torres	Elementary	Tch1	Tch3
4. Andoy, Dardie Narciso	Elementary	Tch2	Tch3
5. Angeles, Sallie Binag	Elementary	Tch2	Tch3
6. Anque, Arlene Palarpalar	Elementary	Tch2	Tch3
7. Aseñas, Victoria Gadiane	Elementary	Tch1	Tch3
8. Austral, Judy Ann Ratilla	Elementary	Tch1	Tch3
9. Baguio, Debonie Mapeso	Elementary	Tch1	Tch3
10. Balansag, Adelina Maquilan	Elementary	Tch2	Tch3



11. Baldivino, Edito Jr. Alcala	Elementary	Tch1	Tch3
12. Bañez, Erlinda Sarasap	Elementary	Tch1	Tch3
13. Belaya, Emmely Ongue	Elementary	Tch1	Tch3
14. Beniga, Naomi Temple	Elementary	Tch1	Tch3
15. Boyoc, Cherry Dinglasa	Elementary	Tch1	Tch3
16. Cadiente, Kimberly Preira	Elementary	Tch1	Tch3
17. Calumba, Rose Ann Palmisa	Elementary	Tch1	Tch3
18. Calumpang, Doreen Amorganda	Elementary	Tch1	Tch3
19. Canonigo, Rizza Lentorio	Elementary	Tch1	Tch3
20. Casido, Charity Yurong	Elementary	Tch1	Tch3
21. Cimafranca, Emelyn Emra	Elementary	Tch1	Tch3
22. Cuenca, Maria Magdalena Pontenila	Elementary	Tch1	Tch3
23. Dagunan, Marichu Antony	Elementary	Tch1	Tch3
24. Dapitan, Mary Grace Vendiola	Elementary	Tch1	Tch3
25. Egera, Jay Gaitera	Elementary	Tch1	Tch3
26. Encabo, Francisca Simosa	Elementary	Tch1	Tch3
27. Enopia, Gracelyn Ulbata	Elementary	Tch1	Tch3
28. Enquilino, Eshel Damian	Elementary	Tch1	Tch3
29. Estorco, Elvina Dominguez	Elementary	Tch1	Tch2
30. Estrellanes, Malou Silorio	Elementary	Tch1	Tch3
31. Eumague, Jovenalda Despojo	Elementary	Tch2	Tch3
32. Fernandez, Ethel Mae Amolo	Elementary	Tch1	Tch3
33. Fernandez, Lorraine Nicole	Elementary	Tch1	Tch3
34. Gaitera, Janine Albona	Elementary	Tch1	Tch3
35. Jakosalem, Rosalina Galabay	Elementary	Tch2	Tch3
36. Japon, Jennifer Gomez	Elementary	Tch1	Tch3
37. Jo, Jeacel Tumanda	Elementary	Tch1	Tch3
38. Jorillo, Ronah Cadano	Elementary	Tch1	Tch3
39. Lendio, Mae Cabugnason	Elementary	Tch1	Tch3
40. Luang, Jocelyn Besano	Elementary	Tch2	Tch3



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City

Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644

Email Address:negros.oriental@deped.gov.ph

41. Lucañas, Nelmalyn Silva	Elementary	Tch1	Tch3
42. Mabayan, Grace Alabi	Elementary	Tch1	Tch3
43. Macalipay, Ronalyn Estrella	Elementary	Tch3	MTCHR1
44. Macapobre, Rhea Ann Cadiente	Elementary	Tch1	Tch3
45. Macaroy, Colyn Mae Banua	Elementary	Tch1	Tch3
46. Mamhot, Roselyn Palalon	Elementary	Tch2	Tch3
47. Martinez, Charlene Mae Zuniega	Elementary	Tch1	Tch3
48. Nesnia, Dexter Jabar	Elementary	Tch1	Tch3
49. Paira, Eden Dela Cruz	Elementary	Tch1	Tch3
50. Palumar, Mariton Acabal	Elementary	Tch2	Tch3
51. Pandac, Le Ann Acibes	Elementary	Tch1	Tch3
52. Pialago, Jessa Mae Cabildo	Elementary	Tch1	Tch3
53. Pino, Dennis Badoy	Elementary	Tch1	Tch3
54. Quinol, Luce Ann Marie Quilinguen	Elementary	Tch1	Tch3
55. Quirante, Judelyn Baguhin	Elementary	Tch1	Tch3
56. Ragay, Quicel Gadiana	Elementary	Tch1	Tch3
57. Rusiana, Roxanne Estomante	Elementary	Tch1	Tch3
58. Samba-an, Sannilyn Catalbas	Elementary	Tch1	Tch3
59. Sayon, Rowena Elmaco	Elementary	Tch1	Tch3
60. Sojor, Carmelito IV Duran	Elementary	Tch3	MTCHR1
61. Tabangan, Elmer Manalo	Elementary	Tch3	MTCHR1
62. Tnilon, Clyjane Provida	Elementary	Tch2	Tch3
63. Tingson, Daisy Villacuatro	Elementary	Tch1	Tch2
64. Tolomea, Angelia Onte	Elementary	Tch2	Tch3
65. Torres, Marlyn Ellima	Elementary	Tch1	Tch3
66. Tubil, Jenny Mae BAnua	Elementary	Tch1	Tch3
67. Turno, Jonalyn Soroño	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
- 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.