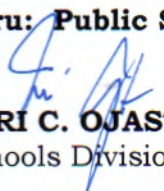

 Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM
MLA-2023- 644

TO: (Please see attached list)

Thru: Public Schools District Supervisors/ School Heads

FROM:  **NERI C. OJASTRO, EdD, CESE**
Schools Division Superintendent
9/20/23

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

DATE: **September 19, 2023**

1. This is to announce the implementation of the Equivalent Record Form (ERF) of the following secondary school teachers, to wit;

Name of Incumbent	Plantilla	From	To
1. Benitez, Cecilyn Omatang	Secondary- Amlan NHS	Tch1	Tch3
2. Mandalupe, Merry Joy Lanaja	Secondary- Manjuyod NHS	Tch1	Tch3
3. Pelletero, Mildred Apenas	Secondary-Negros Oriental NHS	Tch3	MTCHR1
4. Tintim, Shiela Aquilisca	Secondary- Don Emilio Macias NHS	Tch1	Tch3
5. Gaitera, Lary Kirit	Secondary- Siaton NHS	Tch1	Tch3
6. Sastre, Ariel Ege	Secondary- Siaton NHS	Tch1	Tch3
7. Caba, Michael Jarnaiz	Secondary- Siaton NHS	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.

