



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

**Office of the Schools Division  
Superintendent**

3 AUG 2021

DIVISION MEMORANDUM  
No. 598, s. 2022

**APPROVED RECLASSIFICATION OF MASTER TEACHER POSITIONS  
DUE TO EQUIVALENT RECORD FORM (ERF)**

TO: Public Schools District Supervisors/District-In-Charge  
Public Elementary Schools Administrators  
Public Elementary Teachers

1. This is to announce the implementation of the reclassification of Equivalent Record Form (ERF) of the following elementary school teachers.

Name of Incumbent	School Assignment	From	To
Ronavic D. Baldado	Jandalamanon ES	T-III	MT-I
Claudine L. Sarte	Inacban ES	T-III	MT-I
Ma. Shella F. Arcala	Tiguib ES	T-III	MT-I
Irishlyn E. De Jesus	Basak ES	T-III	MT-I
Arianne Luis Bulay	C.O. Retes ES	MT-I	MT-II

2. The above-listed teachers are advised to accomplish and submit their documents for the processing of **appointments** to the HRMO, Ms. Jian A. Diaz. Please check the list of requirements below:

- CS Form 212 (Personal Data Sheet)  
*\*2 copies with 2 latest passport size pictures*
- CS Form No. 4 (Certification of Assumption to Duty, revised 2018) – 3 copies
- CS Form No. 32 (Oath of Office – revised 2018) – 3 copies
- CS Form 1 (*Position Description Form*) – 2 copies
- PRC License (Original Authenticated Copy)- 2 copies (1 original & 1 photocopy)
- CS Form 211 (Medical Certificate) – 1 copy  
*\*Medical Certificate should be signed by any Gov't Physician*  
*\*Attach results Nos. 1 – 3 only*
- Marriage Contract – 1 copy (for married women only)




**Address:**Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:**(035)225-2838 / 225-2376 / 422-7644  
**Email Address:**negros.oriental@deped.gov.ph

- h. Updated Service Record – 1 copy
- i. Latest Approved Appointment – 1 copy
- j. Tax Identification Number (TIN) – 1 copy
- k. NOSCA – 2 copies
- l. Long Light Pink Folder

*(All photocopies must be certified by the PSDS/ District-In-Charge)*

- 3. For information and guidance.

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
8/2/22

SPP/NLR-MLP-JMA/AdS/LBY/jcadiente  
August 2, 2022



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