



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

Office of the Schools Division
Superintendent

19 SEP 2022

DIVISION MEMORANDUM
No. 146, s. 2022

**APPROVED RECLASSIFICATION OF POSITIONS
DUE TO EQUIVALENT RECORD FORM (ERF)
(September 23, 2022)**

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

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

District	Plantilla	Name of Incumbent	From	To
Amlan	Elementary	Regalado, Mariel R.	T-1	T-3
Amlan	Senior HS	Reso-or, Emma Concepcion S.	T-2	T-3
Amlan	Senior HS	Tapis, Noreen H.	T-2	T-3
Ayungon I	Senior HS	Fabugais, Dacon G.	T-2	T-3
Ayungon I	Senior HS	Fabugais, Jean G.	T-2	T-3
Bindoy II	DLANHS	Palomar, Porfina L.	T-1	T-3
Bindoy II	DLANHS	Senido, Cheryl Gay B.	T-1	T-3
Bindoy II	DLANHS	Percujeles, Brechie Mae M.	T-1	T-3
Bindoy II	DLANHS	Linabog, Rose Ann M.	T-1	T-3
Bindoy II	DLANHS	Bohol, Jelyn Mae A.	T-1	T-3
Canlaon I	Senior HS	Camero, Norberto A.	T-2	T-3
Jimalalud II	Jimalalud NHS	Ganaganag, Ben Harvey T.	T-1	T-3
Jimalalud I	Elementary	Sabandal, Relyn B.	T-1	T-3
Jimalalud I	Jimalalud NHS	Palomar, Antonietta B.	T-1	T-3
Jimalalud I	Senior HS	Jayme, Bb Boy Vincent Leonard, N.	T-2	T-3
La libertad I	Elementary	Chavez, Virginette S.	MT-1	MT-2
La Libertad II	Senior HS	Paredes, Nene, J.	T-2	T-3
La Libertad II	Senior HS	Elnas, Leilanie A.	T-2	T-3
Mabinay I	Elementary	Sumalinog, Lowilyn A.	T-1	T-3
Mabinay I	Senior HS	Wee, Noraisa D.	T-2	T-3




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

District	Plantilla	Name of Incumbent	From	To
Mabinay IV	Mabinay NHS	Suniega, Kristel Mae K.	T-1	T-3
Manjuyod I	Elementary	Cabual, Elenith I.	T-3	MT-1
Manjuyod I	Elementary	Cañedo, Lisa C.	T-3	MT-1
Manjuyod I	Elementary	Romano, Edna O.	T-3	MT-1
Manjuyod II	Manjuyod NHS	Orbeta, Maricel C.	T-3	MT-1
Manjuyod II	Manjuyod NHS	Abuso, Rhea Melchie A.	T-3	MT-1
NOHS	Senior HS	Gasiong, Avelio Jr. T.	T-2	T-3
NOHS	Senior HS	Ragay, Therese Fatima S.	T-2	T-3
Siaton III	Elementary	Paitan, Glenie V.	T-3	MT-1
Sibulan I	Senior HS	Alaton, Antonio R.	T-2	T-3
Sibulan II	Senior HS	Nodado, Win Mill Belly M.	T-2	T-3
Sta. Catalina I	DEMMNHS	Ege, Yolanda A.	T-3	MT-1
Sta. Catalina I	DEMMNHS	Sandigan, Janice M.	T-3	MT-1
Sta. Catalina I	DEMMNHS	Namacpacan, Arnel L.	T-3	MT-1
Tayasan I	Elementary	Chavez, Gemma B.	MT-1	MT-2
Valencia	Pulangbato NHS	Taleon, Necitas Q.	T-1	T-2
Valencia	Valencia NHS	Ceros, Hazel Jean C.	T-1	T-3

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:

- 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 (c/o Ms. Irish Mae Belen, HRMU)
- 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

SPP/NLR-MKP-JMA/AdS/IBY/jcadiante
September 28, 2022



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