



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

**Office of the Schools Division
Superintendent**

MEMORANDUM
MLA-2024- 5062

TO: (Please see attached list)

Thru: Public Schools District Supervisors/ School Heads

FROM: **NERI C. OJASTRO, EdD, CESO V**
Schools Division Superintendent
1/23/24

SUBJECT: **SUBMISSION OF DOCUMENTS FOR DBM IMPLEMENTATION OF
THE APPROVED EQUIVALENT RECORD FORM (ERF)**

DATE: **January 22, 2024**

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- 1copy
 - 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.

25 JAN 2024



Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644



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LIST OF NAMES BY DISTRICTS/SCHOOLS:

Amlan

Kimberly Ann C. Cabugnason- Silab Community HS
Renato J. Cadayday- Silab Community HS

Ayungon 1

Mary Angelica D. Mangante- Ayungon National HS
Ivy A. Balansag- Mabato Provincial Community HS
Celia D. Bahinting- Mabato Provincial Community HS

Ayungon 2

Jessica D. Limbaga- Nabhang ES
Andrew R. Dejos- Tambo National HS
Razel C. Catacutan- Tambo National HS
Cheley N. Cuevas- Tambo National HS
Stephene L. Cañada- Tambo National HS

Bacong

Lourijean M. Misa- Ong Chee Tee-Bacong HS

Bayawan Division

Leah S. Rosales- Don Pablo Carmen Blanco Uzturum MES

Bindoy 1

Marjorie T. Amas- Cabcaban ES
Judilyn E. Delos Reyes- Cabcaban Community HS
Decemie G. Ventolero- Cabcaban Community HS
Joy K. Gaudan- Cabcaban Community HS

Bindoy 2

Meah R. Tepacia- Demetrio L. Alviola NHS
Paul Gerald B. Babor- Demetrio L. Alviola NHS (Nalundan Extension)
Mardie Retes- Demetrio L. Alviola NHS (Nalundan Extension)
Marivel G. Omoso- Demetrio L. Alviola NHS (Nalundan Extension)
Mirasol V. Argonia- Demetrio L. Alviola NHS (Nalundan Extension)
Jonahly L. Sojor- Talaptapan ES

Dauin

Annabelle C. Inovenno- Antonio B. Alejandro MHS

Jimalalud 2

Aloha Jhay Ann B. Estorco- Owacan ES

Mabinay 1

Jannah C. Bactol- Cansal-ing ES



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Mabinay 2

Jayram A. Acab—Tara ES
Catherine M. Balauro- Campanun-an Provincial Community HS

Mabinay 3

Christian Paul C. Carrera- Barras Annex NHS
Rea Mae S. Susano- Barras Annex National HS
Verlita E. Cabugnason- Mabinay Central School

Mabinay 4

Jesyl A. Hemodo---Dahile ES
Jade T. Samillano- Dahile Provincial Community HS
Leonilo C. Mayagma- Inapoy High School

Manjuyod 1

Edgie B. Cadeliña- Managba ES
Jerlyn M. Mangala- Managba ES

Manjuyod 2

Aloha A. Baisac- Manjuyod National HS

Siaton 1

Raquel A. Kitane—Kabangkalan ES

Siaton 3

Irmha Jane D. Publico—Olambid ES

Siaton 4

Cherrie Gel M. Enojo- Pio Macahig Memorial CS

Sibulan 1

Protacio S. Banaybanay- San Antonio NHS

Sibulan 2

Dan Jael T. Miguel—Enrique Villanueva HS
Lina C. Bayot—Libertad Ong Calderon MES

Sta. Catalina 1

Joannie Dawn A. Saguban- Don Emilio Macias Memorial NHS
Jose Baberto K. Subrado- Eligio Monte de Ramos HS

Sta. Catalina 2

Judy Ann T. Cabel- Kanggabok ES

Tanjay Division

Beche Rose D. Reyes- Sta. Agueda ES
Marites A. Sedillo- Banawe ES



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Tayasan 1

Algen Mae C. Asentista- Bago National HS

Mary Jane S. Navarro- Bago National HS

Zamboangita 1

Suzanne Blythe E. Dayao- Kaladias HS

Laiza T. Balneg- Santiago Delmo Memorial HS

NCO/AdS/JAD/imb
January 22, 2024



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