



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

Office of the Schools Division  
Superintendent

DIVISION MEMORANDUM  
OSDS-2024-0130

TO: (Please see attached list)

**Thru: Public Schools District Supervisors/ School Heads**

FROM: **NERI C. OJASTRO, EdD, CESO V**  
Schools Division Superintendent  
2/22/24

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

DATE: **February 21, 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 (2024) 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.

22 FEB 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:**

**Bindoy 1**

Lorena P. Denila – Cabcaban Elementary School  
Mary Grace P. Abordo – Peñahan Elementary School

**Dauin**

Amy T. Cofino – Dauin Science High School  
Valerie Ann L. Veniales – Dauin Science High School

**La Libertad 1**

Joana Marie M. Legado – La Libertad Technical-Vocational School  
Floramae R. Dela Cerna – La Libertad Technical-Vocational School

**Manjuyod 2**

Ma. Lyca A. Estoconing- Candabong Elementary School  
Charlene G. Malipaonon – Candabong Elementary School

**Mabinay 2**

Geraldine P. Pondador – Tara Elementary School  
Ilonah Jane E. Avenido- Pantao Elementary School

**Mabinay 4**

Remy N. Tumapa – Inapoy High School

**NOHS**

Elviera R. Quimque

**Pamplona 1/Tanjay**

Anne A. Rodriguez – Fatima Elementary School  
Bibiana T. Orque – Bolo Elementary School  
Sarah Jane C. Gio – Fatima Elementary School  
Rey T. Aguilar – Caningay Elementary School

**Siaton 1**

Meljoy K. Kinilitan – Sumaliring High School  
Joan D. Cabañog- Tayak Elementary School

**Siaton 2**

Kristine D. Asonio – Nawacat Elementary School  
Khareen Mae Q. Alvizo – Casalaan Elementary School  
Sarah Jane M. Jalandoni – Nawacat Elementary School  
Aileen C. Bantug- Nawacat Elementary School

**Siaton 3**

Caryl A. Casuloc-an – Maloh Provincial Community High School

**Sibulan 2**

June Marie Beth G. Binondo- Maningcao National High School



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**Tayasan 1**

Angelie D. Navarette- Matuog Elementary School

**Valencia**

Karen Joy S. Salvoro – Caidiocan Elementary School

NCO/AdS/JAD/lmb  
February 21, 2024



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