



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 - 0179

TO: (Please see attached list)

Thru: Public Schools District Supervisors/ School Heads

FROM: 
NERI C. OJASTRO, EdD, CESO V
Schools Division Superintendent

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

DATE: **March 8, 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- 1 copy
 - 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.

08 MAR 2024



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



Deped Tayo SDS Negros Oriental



depednegor.net



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

LIST OF NAMES BY DISTRICTS/SCHOOLS:

Amlan

Gracelle O. Silay – Amlan Central Elementary School

Ayungon 1

Emmalyn L. Dimaro – Ayungon National High School

Bindoy 1

Steffany B. Dingal – Peñahan Elementary School

La Libertad 1

Christal Jane A. Dionanao – La Libertad Technical-Vocational School

Clarence T. Layaguin – Eli Elementary School

Mariegrace A. Babor – Pacuan National High School

PerlRey Grace O. Reola – Eli Elementary School

Mabinay 3

Lina T. Palagtiw – Alagasihan Elementary School

Marveth E. Omandac- Banban Elementary School

Mabinay 4

Rejen D. Chavez – Dahile Provincial Community High School

Elamae R. Samane – Binantangan Elementary School

Nicker M.Cacaldo – Pinayon-an Elementary School

Manjuyod 2

Ercel Lee S. Abrasaldo – Manjuyod National High School

Siaton 1

Mary Jean P. Egera – Kabangkalan Elementary School

Genalyn B. Betio – Kabangkalan Elementary School

Grace B. Pantoja – Sumaliring High School

Siaton 3

Honeylet Q. Pajunar – Cambonbon National High School

Gerlie A. Alido – Maloh Central School

Sibulan 2

John Rhomar A. Binondo – Maningcao Elementary School

Sta. Catalina 2

Jerrah S. Amarante – Sta. Catalina Science High School

Tayasan 1

Cecil D. Alde – Tayasan National High School

Sarah Jean A. Hetio – Pindahan Elementary School

John Mar A. Ortega – Pindahan Elementary School

Nercy May Q. Lirazan – Pinocawan Elementary School



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



Deped Tayo SDS Negros Oriental



depednegor.net



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

Valencia

Florine May S. Aragonés – Pulangabato National High School

Zamboanguita 2

Elma D. Abuso – Jose Marie Locsin Memorial High School

NCO/AdS/JAD/imh
March 8, 2024



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



Deped Tayo SDS Negros Oriental



depednegor.net