



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- 0268

TO: (Please see attached list)

Thru: Public Schools District Supervisors/ School Heads

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

SUBJECT: **APPROVED RECLASSIFICATION OF POSITIONS DUE TO APPROVED EQUIVALENT RECORD FORM (ERF) – (NOSCA No. 0702024-02-008, February 6, 2024)**

DATE: **April 11, 2024**

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

Abiera, Brendalie Fontejon	Elementary	TCH2	TCH3
Abole, Carla Jean Deluvio	Elementary	TCH1	TCH3
Abueva, Alma May Rodriguez	Elementary	TCH1	TCH3
Abueva, Twinkie Biñas	Elementary	TCH1	TCH3
Amaro, Rogiecris Casusa	Elementary	TCH1	TCH3
Arapoc, Bevelyn Quiliope	Elementary	TCH1	TCH3
Armentano, Irene Tano	Elementary	TCH2	TCH3
Atoy, Amje Solamillo	Elementary	TCH1	TCH3
Balasabas, Amelia Temperatura	Elementary	TCH1	TCH3
Baldado, Roscbeth Villarez	Elementary	TCH1	TCH3
Baldoza, Paulina Cadano	Elementary	TCH2	TCH3
Bandoquillo, Maria Velocora	Elementary	TCH2	TCH3
Bedua, Daphne Timtim	Elementary	TCH1	TCH3
Bohol, Praisey Somoza	Elementary	TCH1	TCH3
Burata, Chela Temple	Elementary	TCH1	TCH3
Caratao, Jinky Teruel	Elementary	TCH1	TCH3
Carballo, Lelioza Cadano	Elementary	TCH2	TCH3
Casama, Aileen Salva	Elementary	TCH2	TCH3
Casipe, Jackielou Nesnia	Elementary	TCH2	TCH3



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



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Cueño, Niña Mae Gadiana	Elementary	TCH1	TCH3
Decano, Vonna Rizza Ortaliz	Elementary	TCH1	TCH3
Durango, Jonah France Badoy	Elementary	TCH1	TCH3
Flora, Melahny Baldoza	Elementary	TCH2	TCH3
Flores, Karen Mae Rusiana	Elementary	TCH1	TCH3
Juarez, Honey Jay Moreno	Elementary	TCH1	TCH3
Labrador, Sunshine Bardinias	Elementary	TCH1	TCH3
Laguerder, Ernie Baldoza	Elementary	TCH1	TCH3
Lajot, Robelyn Calago	Elementary	TCH1	TCH3
Leguis, Genalyn Cabusog	Elementary	TCH1	TCH3
Lim, Ladie Jane Libby	Elementary	TCH2	TCH3
Lisondra, Fe Marie Mayono	Elementary	TCH1	TCH3
Luyas, Karen Mae Etao	Elementary	TCH1	TCH3
Melon, Vina Santillan	Elementary	TCH1	TCH3
Mercado, Benito Axel Yap	Elementary	TCH2	TCH3
Merto, Fe Palma	Elementary	TCH1	TCH3
Onlagada, Margie Biñas	Elementary	TCH2	TCH3
Papa, Jessel Mae Marino	Elementary	TCH1	TCH3
Perater, Jessica Martinez	Elementary	TCH1	TCH3
Rebayla, Relieth Devero	Elementary	TCH1	TCH3
Ricardo, Sheena Neth Babor	Elementary	TCH1	TCH3
Siva, Maria Cristina Intud	Elementary	TCH2	TCH3
Tablo, Juvie Tilos	Elementary	TCH1	TCH3
Taladtad, Analisa Catipay	Elementary	TCH1	TCH3
Tinguban, Gladys Jade Ege	Elementary	TCH1	TCH3
Toledo, Vernn Mingueto	Elementary	TCH2	TCH3
Tolete, Mi Arr Palagtiw	Elementary	TCH1	TCH3
Torres, Scarlett Amistoso	Elementary	TCH2	TCH3
Wee, Faith Alcantara	Elementary	TCH1	TCH3
Ybiosa, Benjie Gorion	Elementary	TCH1	TCH3
Yuson, Irene Sienes	Elementary	TCH1	TCH3

NOTHING FOLLOWS



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2. The above-listed teachers are advised to accomplish and submit their documents for the processing of **APPOINTMENTS** to the Human Resource Management Unit (HRMU). 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 (to be attached by HRMU incharge upon submission of other documents)
 - l. Long Light Pink Folder
(All photocopies must be certified by the PSDS/District-in-Charge)
3. For inquiries, you may contact, Ms. Jian A. Diaz at Tel. No.(035) 422-0267.
4. For information and guidance.

NCO/AdS/JAD/imb
April 11, 2024



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