



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- 0269

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. 0702024-02-010,  
 February 7, 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;

Ablay, Dyahne Lyn Pajarado	Elementary	TCH1	TCH3
Abonin, Jovelyn Villanueva	Elementary	TCH1	TCH3
Abrasaldo, Lourdes Colina	Elementary	TCH1	TCH3
Acabal, Ederney Victorio	Elementary	TCH1	TCH3
Alberto, Rhea Cristy Amaro	Elementary	TCH1	TCH3
Asonio, Marlyn Jañala	Elementary	TCH1	TCH3
Bondoc, Maria Thea Jabas	Elementary	TCH1	TCH3
Bulfa, Joan Palalon	Elementary	TCH1	TCH3
Cafino, Jeneva Mae Banlaygas	Elementary	TCH1	TCH3
Casiple, Armel Edayan	Elementary	TCH1	TCH3
Cornado, Mary Ann Cantero	Elementary	TCH1	TCH3
De La Peña, April Lou Yong	Elementary	TCH1	TCH3
De Padua, Charlyn Hope Grapa	Elementary	TCH1	TCH3
Deguit, Lovella Opeña	Elementary	TCH1	TCH3
Dela Cerna, Mary Rose Lariosa	Elementary	TCH1	TCH3
Dialino, Irene Jemina	Elementary	TCH1	TCH3
Dionaldo, Ife Paculanang	Elementary	TCH1	TCH3
Dungcoy, Rhea Catalan	Elementary	TCH2	TCH3
Estrellado, Lutchie Bacubac	Elementary	TCH1	TCH3



Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
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Estrellanes, Aliel Cayetano	Elementary	TCH1	TCH3
Fajardo, Jeffrey Revella	Elementary	TCH1	TCH3
Garsula, Joy Solomon	Elementary	TCH1	TCH3
Garsula, Manilyn Dequitos	Elementary	TCH1	TCH3
Jainar, Joseph Vincent Mantigue	Elementary	TCH1	TCH3
Jamon, Rafael Abueva	Elementary	TCH1	TCH3
Jangas, Maria Lyn Uyhop	Elementary	TCH1	TCH3
Lajot, Rowena Kilakiga	Elementary	TCH1	TCH3
Lambating, Cherry Rose Tucop	Elementary	TCH1	TCH3
Legarde, Leonida Abillar	Elementary	TCH2	TCH3
Legaspi, Mariecris Passignasigna	Elementary	TCH1	TCH3
Lindayao, Lodilyn Cantila	Elementary	TCH1	TCH3
Lumontad, Reyia Vaflor	Elementary	TCH2	TCH3
Mana-ay, Ristly Jean Kadusale	Elementary	TCH1	TCH3
Maribao, Thyna Erocido	Elementary	TCH1	TCH3
Minguito, Misseiah Babor	Elementary	TCH1	TCH3
Morino, Angelica Enolpe	Elementary	TCH1	TCH3
Narciso, John Rey Lojera	Elementary	TCH1	TCH3
Omale, Stella Marie Rosales	Elementary	TCH1	TCH3
Palomar, Jacqueline Labao	Elementary	TCH1	TCH3
Patriarca, Princess Grace Baldoza	Elementary	TCH1	TCH3
Peralta, Kenneth Boaquiña	Elementary	TCH1	TCH3
Ramirez, Aiza Barot	Elementary	TCH1	TCH3
Siva, Roxan Allah Macapal	Elementary	TCH1	TCH3
Sy, Cedio Villana	Elementary	TCH1	TCH3
Torres, Analyn Abrasado	Elementary	TCH1	TCH3
Ybarsabal, Reshel Bulanon	Elementary	TCH1	TCH3
Yongco, Jelly Temple	Elementary	TCH2	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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