



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- 9270

TO: (Please see attached list)

Thru: Public Schools District Supervisors/ School Heads

FROM: **NERI C. OJASTRO, EdD, CESO V**
 Schools Division Superintendent
4/15/2024

SUBJECT: **APPROVED RECLASSIFICATION OF POSITIONS DUE TO APPROVED
 EQUIVALENT RECORD FORM (ERF) – (NOSCA No. 0702024-02-012,
 February 12, 2024) ; (NOSCA No. 0702024-02-029,
 February 12, 2024) ;**

DATE: **April 11, 2024**

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

Acibo, Cyd Alam	Dauin National HS	TCH1	TCH3
Anadon, Cecile Sanoy	Elementary	SPET1	SPET3
Batal, Chanibal Remollo	Tampi National HS	TCH1	TCH3
Batohanon, Ronel Dela Torre	Tampi National HS	TCH1	TCH3
Carale, Chastine Ruiz	Tambo National HS	SP1	SP2
Caro, Jackie Lou Calpis	Elementary	SPET1	SPET3
Dionson, Daniel Nuique	Don Emilio Macias MNHS	TCH3	HT1
Duran, Maria Michaela Limbaga	Bagtic National HS	TCH1	TCH3
Emperado, Jayson Amas	Tambo National HS	TCH1	TCH3
Gainsan, Irish Jean Bon	Maria Macahig NHS	TCH1	TCH3
Gonzales, Juliet Brillo	Negros Oriental NHS	TCH1	TCH3
Ibero, Aisa Cuerda	Bagtic National HS	TCH2	TCH3
Lumayag, Cheryl Ycong	Tampi National HS	TCH1	TCH3
Molas, Villa Villo	Sibulan National HS	TCH1	TCH3
Otoc, Diana Jude Divino	Dauin National HS	TCH1	TCH3
Saga, James Dennand Barona	Tambo National HS	TCH1	TCH3
Teves, Meldy Perez	Ayungon MNHS	TCH3	HT1
Velasco, Lyn Hyacinth Quiñanola	Negros Oriental NHS	TCH1	TCH3

*****NOTHING FOLLOWS*****

16 APR 2024



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



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(NOSCA No. 0702024-02-029, February 12, 2024)

Faburada, Danilo Deimos	Elementary	TCH1	TCH2
Molas, Villa Villo	Sibulan NHS	TCH1	TCH2

*****NOTHING FOLLOWS*****

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:

- m. CS Form 212 (Personal Data Sheet)
- **2 copies with 2 latest passport size pictures**
- n. CS Form No. 4 (Certification of Assumption to Duty, revised 2018) – 3 copies
- o. CS Form No. 32 (Oath of Office revised 2018) – 3 copies
- p. CS Form 1 (Position Description Form) – 2 copies
- q. PRC License (Original Authenticated Copy) – 2 copies (1 original & 1 photocopy)
- r. CS Form 211 (Medical Certificate) - 1 copy
 - Medical Certificate should be signed by any Gov't Physician
 - Attach results nos. 1-3 only
- s. Marriage Contract – 1 copy (for married women only)
- t. Updated Service Record – 1 copy
- u. Latest Approved Appointment – 1 copy
- v. Tax Identification Number (TIN) – 1 copy
- w. NOSCA – 2 copies (to be attached by HRMU incharge upon submission of other documents)
- x. 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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