

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- 0304

TO: (Please see attached list)

Thru: Public Schools District Supervisors/ School Heads


FROM: **NERI C. OJASTRO, EdD, CESO V**
Schools Division Superintendent
4/26/24

SUBJECT: **APPROVED RECLASSIFICATION OF POSITIONS DUE TO APPROVED
EQUIVALENT RECORD FORM (ERF) – (NOSCA No. 0702024-04-005,
April 5, 2024)**

DATE: **April 26, 2024**

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

Abordo, Felly Mission	Elementary	TCH1	TCH3
Acabal, Nouiea Bernadette Ho	Secondary/Ayungon MHS	TCH1	TCH3
Alagadmo, Marietta Arbon	Elementary	TCH2	TCH3
Bon, Sharon Lampago	Secondary/DEMMNHS	TCH1	TCH3
Bucad, Jonalyn Gajellomo	Secondary/Siaton NHS	TCH1	TCH3
Fabian, Beverly Mahinay	Elementary	TCH2	TCH3
Gabilan, Gina Avenido	Secondary/Campanun-an HS	TCH1	TCH3
Gaco, Rodelyn Labe	Elementary	TCH1	TCH3
Galapati, Rechel Blaza	Elementary	TCH3	MT1
Gramatica, Mary Ann Orlina	Elementary	TCH1	TCH3
Hangan, Jerah Bolongaita	Elementary	TCH1	TCH3
Hidalgo, Nadine Jean Sy	Secondary/Siaton NHS	TCH1	TCH3
Jamito, Xzyleen Romano	Elementary	TCH1	TCH3
Jimenez, Juliana Toquero	Elementary	TCH3	MT1
Justan, Jonnel Cimafranca	Elementary	TCH2	TCH3
Lagrimas, Kristy Noblefranca	Elementary	TCH1	TCH3
Macahipay, Jecquel Pradel	Elementary	TCH1	TCH3
Maquiling, Joy Marie Dagonton	Elementary	TCH1	TCH3
Marmolejo, Catherine Divino	Elementary	TCH1	TCH3
Mones, Jinky Gabay	Elementary	TCH1	TCH3
Namol, Roger Encontad	Elementary	TCH2	TCH3


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

Navarro, Jojin Bello	Elementary	TCH1	TCH3
Navarro, Rey Sabanal	Elementary	TCH1	TCH3
Omangay, Jacky Rosano	Elementary	TCH3	MT1
Pajulas, Leslie Timoguing	Elementary	TCH1	TCH3
Palarpalar, Christian Ailah Pajunar	Secondary/Siaton NHS	TCH1	TCH3
Palencia, Charlen Arias	Elementary	TCH1	TCH3
Palomar, John Francis Decipolo	Elementary	TCH1	TCH3
Ramada, Grace Suelto	Elementary	TCH2	TCH3
Ramirez, Camilo Jr. Bravo	Elementary	TCH2	TCH3
Rapon, Pamela Quintao	Elementary	TCH3	SPET1
Romano, Verna Estrella	Elementary	TCH1	TCH3
Rusiana, Linie Lyn Acierto	Elementary	TCH1	TCH3
Saguban, Rosewel Eso	Elementary	SPET1	SPET2
Sardan, Edlyn Tacang	Elementary	TCH1	TCH3
Silay, Allona Bilanda	Elementary	SPET1	SPET2
Tubat, May Cyrille Subcay	Secondary/Siaton NHS	TCH1	TCH3
Villegas, Ma. June Palumpa	Secondary/San Miguel PCHS	TCH1	TCH3
Vincoy, Peregrina Maquiling	Elementary	TCH2	TCH3

*****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:
 - 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)



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

3. For inquiries, you may contact, Ms. Jian A. Diaz at Tel. No.(035) 422-0267.
4. For information and guidance.

A handwritten signature in blue ink is located at the bottom right of the page, next to the date.