

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 - 0305

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: **April 26, 2024**

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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 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- 1copy
 - 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.

26 APR 2024



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LIST OF NAMES BY DISTRICTS/SCHOOLS:

Bindoy 2

May S. Calumpang – Calatagan ES
Maria Corazon S. Taub – Talaptapan ES
Nicah Mae M. Baco – Tinaogan ES

Dauin

Shieryle A. Nodado – Apo Island HS
Kathlyn R. Balucan – Apo Island HS

Jimalalud 1

Lourva C. Estrellanes – Jimalalud National HS

Mabinay 1

Analyn T. Matula – Mayaposi Community HS

San Jose

Jo Marie B. Benitez – Alicia C. Calumpang ES
Alvin Z. Aguilar – San Roque ES

Siaton 1

Gerald C. Palalon – Sumaliring ES
Orly D. Cardinoza – Sumaliring HS

Sibulan 1

Protacio S. Banaybanay – San Antonio National HS

Tayasan 2

Meir P. Baguio – Lag-it ES

