



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

July 20, 2022

DIVISION MEMORANDUM
No. 224s. 2022

APPROVED RECLASSIFICATION OF TEACHING POSITIONS THROUGH THE EQUIVALENT RECORD FORM (ERF) SCHEME & RECLASSIFICATION OF SCHOOL HEAD AS OF JULY 18, 2022

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Principals/Head Teachers
All Concerned Teachers

1. Attached is the list of 69 junior high school and 51 elementary school teachers whose requests for reclassification of positions through the Equivalent Record Form (ERF) scheme have been approved by the Department of Budget and Management (DBM). Also in the list is one school head whose position has been reclassified.
2. Said teachers/school head are requested to submit the required documents for the processing of their appointments. Attached is the checklist of requirements for the proposed appointment.
3. The concerned teachers/school head are requested to have their supporting documents checked by the Administrative Officer II at the District or Personnel in-charge on appointments for secondary schools prior to submission to the Division Office.
4. Immediate dissemination of this memorandum is desired.


MIGUEL MAC D. APOSIN, EdD, CESO V
Schools Division Superintendent 

Admin-HR



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph



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SCHOOLS DIVISION OF CAPIZ

CHECKLIST REQUIREMENTS FOR THE PROPOSED APPOINTMENT (RECLASSIFICATION)

- 1 CSC Form 33 -Appointment (Revised- 2018) *
- 2 CSC Form 1 -Position Description Form (Revised- 2018)
- 3 CSC Form 212 -Personal Data Sheet
(Revised 2018 w/ recent 2x2 ID picture & work experience sheet attached)
- 4 CSC Form No. 4, s. 2018 Certification of Assumption to Duty
- 5 Authenticated PRC License/ID CARD
- 6 Authenticated Report/Board Rating
- 7 Oath of Office/Panunumpa Sa Katungkulan
- 8 Assignment Order duly signed by the appointee (for secondary only)
- 9 Updated Service Record
- 10 Photocopy of latest approved appointment
- 11 Photocopy of latest Pay Slip

Note: Please, submit the above documents in three copies each in a white /plain folder.



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SCHOOLS DIVISION OF CAPIZ

APPROVED RECLASSIFICATION THROUGH EQUIVALENTS RECORD FORM (ERF)

NO.	ITEM NUMBER	NAME	DISTRICT / SCHOOL	POSITION TITLE	
				Present	Proposed
1	OSEC-DECSB-TCH2-420790-2022	LEONOR, ALYZZA GRACE OFALIA	AGKAWAYAN IS	T-I	T-II
2	OSEC-DECSB-TCH3-420746-2022	CONSTANTINO, JOVELYN VAAY	AGKAWAYAN IS	T-I	T-III
3	OSEC-DECSB-TCH3-420747-2022	FRANCISCO, ANGELYN BERGANIO	AGKAWAYAN IS	T-I	T-III
4	OSEC-DECSB-TCH3-420748-2022	LAYOS, RENA VILLAS	AGKAWAYAN IS	T-I	T-III
5	OSEC-DECSB-TCH3-420749-2022	HINGUILLO, JOHN RAYMOND OLEO	BUNGSUAN NHS	T-I	T-III
6	OSEC-DECSB-TCH3-420750-2022	BAGONOC, GAZEL LAMERA	BUNGSUAN NHS	T-I	T-III
7	OSEC-DECSB-TCH3-420503-2022	BARRERA, RENOR CALOYLOY	CAPIZ NHS	T-II	T-III
8	OSEC-DECSB-TCH3-420504-2022	LAÑA, ELBERT LOPEZ	CAPIZ NHS	T-I	T-III
9	OSEC-DECSB-TCH3-420505-2022	ABADA, MELVIN IDAÑO	CAPIZ NHS	T-I	T-III
10	OSEC-DECSB-TCH3-420506-2022	PERAL, MARY ROSE BACUDO	CAPIZ NHS	T-I	T-III
11	OSEC-DECSB-TCH3-420507-2022	REYES, JAMES LAWRENCE COMETA	CAPIZ NHS	T-I	T-III
12	OSEC-DECSB-TCH3-420508-2022	BIALEN, RONNEL CERVALES	CAPIZ NHS	T-I	T-III
13	OSEC-DECSB-TCH3-420509-2022	MUYCO, ROMELA ALBORTE	CAPIZ NHS	T-I	T-III
14	OSEC-DECSB-TCH3-420510-2022	HALANG, PRINCETON LAMERA	OL. PATROCINIO ARTUZ NH	T-I	T-III
15	OSEC-DECSB-TCH2-420714-2022	FEDERIZO, CLARICE CONDINO	CONCEPCION CASTRO GARCIA NHS	T-I	T-II
16	OSEC-DECSB-TCH3-420516-2022	DADIVAS, RIZA SANCHEZ	DON FELIX BALGOS NHS	T-I	T-III
17	OSEC-DECSB-TCH2-420715-2022	FABI, MARITES CLARITO	DON FELIX BALGOS NHS	T-I	T-II

NO.	ITEM NUMBER	NAME	DISTRICT / SCHOOL	POSITION TITLE	
				Present	Proposed
18	OSEC-DECSB-TCH3-420849-2022	DORADO, JOEBERT CANAS	DULANGAN NHS	T-I	T-III
19	OSEC-DECSB-TCH3-420511-2022	VENTURA, JANET BORRES	DULANGAN NHS	T-I	T-III
20	OSEC-DECSB-TCH3-420512-2022	BULOS, FRANCIS BUENAVENTURA	DULANGAN NHS	T-II	T-III
21	OSEC-DECSB-TCH3-420513-2022	ARROYO, MARIELA FRANCISCA VALENZUELA	DULANGAN NHS	T-I	T-III
22	OSEC-DECSB-TCH3-420514-2022	BACLAS, LOVELY DALAORAO	DULANGAN NHS	T-I	T-III
23	OSEC-DECSB-TCH3-420515-2022	GAMAYAO, MARIANE DALIDA	DULANGAN NHS	T-I	T-III
24	OSEC-DECSB-TCH3-420517-2022	DUMAGPI, ADRIAN BISMANOS	FLORENTINA DEGALA NHS	T-I	T-III
25	OSEC-DECSB-TCH3-4215518-2022	DICE, ROLENE MARIE DACIBAR	FLORENTINA DEGALA NHS	T-I	T-III
26	OSEC-DECSB-TCH3-420752-2022	VALBAREZ, JEROEWY BALBONA	IVISAN NHS	T-I	T-III
27	OSEC-DECSB-TCH3-420753-2022	VALDERAS, CLEANTON VILLARUZ	IVISAN NHS	T-I	T-III
28	OSEC-DECSB-TCH3-420754-2022	VILLAR, JULIE ANN ALAYON	IVISAN NHS	T-I	T-III
29	OSEC-DECSB-TCH3-420530-2022	LLORICO, LOVELY LLANDEROS	JAMINDAN NHS	T-I	T-III
30	OSEC-DECSB-TCH3-420531-2022	DELA CRUZ, M. ROSEMARIE AQUINO	JAMINDAN NHS	T-I	T-III
31	OSEC-DECSB-TCH3-420532-2022	ENGADA, MARIA NITA CUSTODIO	JAMINDAN NHS	T-I	T-III
32	OSEC-DECSB-TCH3-420755-2022	GALLEGO, REHELLE VILLASIS	JAMINDAN NHS	T-I	T-III
33	OSEC-DECSB-TCH3-420529-2022	VALAD-ON, RISHELLE VERDE	JAMINDAN NHS	T-I	T-III
34	OSEC-DECSB-TCH2-420818-2022	ESPAÑOLA, ANA AMOR ALBAR	JOSE DIVA AVELINO NHS	T-I	T-II
35	OSEC-DECSB-TCH3-420850-2022	DANGAN, MARY JOY PACSODERON	JOSE DIVA AVELINO NHS	T-I	T-III
36	OSEC-DECSB-TCH2-420819-2022	DE JUAN, CHERRYLYN ANTONIO	JOSE DIVA AVELINO NHS	T-I	T-II
37	OSEC-DECSB-TCH3-420756-2022	GAPE, ANNA LIZA VILLAS	LUCERO NHS	T-II	T-III
38	OSEC-DECSB-TCH3-420519-2022	CABUSLAY, MARY JANE NOBLEZA	MACARIO BERMEJO NHS	T-II	T-III
39	OSEC-DECSB-TCH3-420520-2022	PANUNCIO, JIMMILYN VILI	MACARIO BERMEJO NHS	T-I	T-III
40	OSEC-DECSB-TCH3-420521-2022	VIJAR, MADELINE ROBLES	MACARIO BERMEJO NHS	T-I	T-III
41	OSEC-DECSB-TCH3-420522-2022	ROYO, LISLIE DE FELIX	MACARIO BERMEJO NHS	T-I	T-III

NO.	ITEM NUMBER	NAME	DISTRICT / SCHOOL	POSITION TITLE	
				Present	Proposed
42	OSEC-DECSB-TCH3-420523-2022	VIGO, MARJHUN VESTIDAS	MACARIO BERMEJO NHS	T-I	T-III
43	OSEC-DECSB-TCH2-420716-2022	ARCANO, DEVINE GRACE PENUNCIO	MACARIO BERMEJO NHS	T-I	T-II
44	OSEC-DECSB-TCH2-420717-2022	VIGO, ANDY LYN VIGIL	MACARIO BERMEJO NHS	T-I	T-II
45	OSEC-DECSB-TCH2-420718-2022	NATABIO, JOSIE GARBE	MACARIO BERMEJO NHS	T-I	T-II
46	OSEC-DECSB-TCH2-420791-2022	SEMBRANO, DEANA GRACE BORRES	MAAYON NHS	T-I	T-II
47	OSEC-DECSB-TCH3-420757-2022	CANTILLER, MAVEL DONGOR	MAAYON NHS	T-I	T-III
48	OSEC-DECSB-TCH3-420758-2022	DELA TORRE, LORELIE DERECHO	MAAYON NHS	T-I	T-III
49	OSEC-DECSB-TCH3-420764-2022	FUEGO, MAY ANDREA AREVALO	MIANAY NHS	T-II	T-III
50	OSEC-DECSB-TCH2-420796-2022	LABISORA, MELCHOR AMORES	MIANAY NHS	T-I	T-II
51	OSEC-DECSB-TCH2-420797-2022	ALEJANDRIA, NERY JOY FALCIS	MIANAY NHS	T-I	T-II
52	OSEC-DECSB-TCH3-420524-2022	SARBUES, ARIEL OCHAVO	PANITAN NHS	T-II	T-III
53	OSEC-DECSB-TCH3-420759-2022	DORADO, DOROTHY DIZON	PANITAN NHS	T-I	T-III
54	OSEC-DECSB-TCH3-420760-2022	LUCHING, LOIDA AMOROSO	PANITAN NHS	T-I	T-III
55	OSEC-DECSB-TCH3-420525-2022	DILLA, MERCY DANGAN	PONTEVEDRA NHS	T-II	T-III
56	OSEC-DECSB-TCH3-420526-2022	RENDON, FRANCIS KARL FUENTES	PONTEVEDRA NHS	T-I	T-III
57	OSEC-DECSB-TCH3-420761-2022	APOLINARIO, KLARIZ ANGELIQUE DEGRACIA	PONTEVEDRA NHS	T-I	T-III
58	OSEC-DECSB-TCH3-420527-2022	CAMPOSAGRADO, LOURDES MEMDOZA	PRESENTACION DIEZ GREGORIO NHS	T-I	T-III
59	OSEC-DECSB-TCH3-420528-2022	BRIÑOSA, KEMBERLY ONDILLO	SAN ANTONIO NHS	T-I	T-III
60	OSEC-DECSB-TCH2-420719-2022	ILI, JULIE ANN DISTOR	SAN ANTONIO NHS	T-I	T-II
61	OSEC-DECSB-TCH2-420720-2022	GASER, LYNETTE SONZA	SAN ANTONIO NHS	T-I	T-II
62	OSEC-DECSB-TCH2-420721-2022	SESTOSO, NERESA BALTER	SAN ANTONIO NHS	T-I	T-II
63	OSEC-DECSB-TCH2-420792-2022	GESTOPA, ANHONY TABANGCURDA	SAN NICOLAS NHS - TAPAZ	T-I	T-II
64	OSEC-DECSB-TCH3-420762-2022	ELESAN, JENY DACLES	TUBURAN NHS	T-I	T-III
65	OSEC-DECSB-TCH3-420763-2022	DORADO, MERIAM DEQUIÑA	TUBURAN NHS	T-I	T-III

NO.	ITEM NUMBER	NAME	DISTRICT / SCHOOL	POSITION TITLE	
				Present	Proposed
66	OSEC-DECSB-TCH2-420793-2022	DORADO, FITZ GERALD DEQUIÑA	TUBURAN NHS	T-I	T-II
69	OSEC-DECSB-TCH3-420751-2022	LASTRA, SALVACION ISIDERIO	VICENTE ANDAYA NHS	T-I	T-III
70	OSEC-DECSB-TCH3-421160-2022	BATUIGAS, PILARICA TITO	DUMALAG DISTRICT	T-I	T-III
69	OSEC-DECSB-TCH3-420751-2022	LASTRA, SALVACION ISIDERIO	VICENTE ANDAYA NHS	T-I	T-III
70	OSEC-DECSB-TCH3-421160-2022	BATUIGAS, PILARICA TITO	DUMALAG DISTRICT	T-I	T-III
71	OSEC-DECSB-TCH3-421161-2022	BORRES, GEMMA FANTINALGO	DUMALAG DISTRICT	T-I	T-III
72	OSEC-DECSB-TCH3-420770-2022	FAENSOLIN, ANNELYN FLORO	DUMALAG DISTRICT	T-I	T-III
73	OSEC-DECSB-TCH3-420856-2022	MENDEZ, MELODIA CARTAGENA	DUMALAG DISTRICT	T-I	T-III
74	OSEC-DECSB-TCH3-420776-2022	RAPIR, ALAN FLORIDA	DUMALAG DISTRICT	T-II	T-III
75	OSEC-DECSB-TCH3-420777-2022	VALENZUELA, GENE ESPIRITU	DUMALAG DISTRICT	T-II	T-III
76	OSEC-DECSB-TCH3-420769-2022	AGPALO, PEARL GUZMAN	IVISAN DISTRICT	T-I	T-III
77	OSEC-DECSB-TCH3-420778-2022	AZARRAGA, SHEILA OCANTE	IVISAN DISTRICT	T-II	T-III
78	OSEC-DECSB-TCH3-420766-2022	BERNALES, JOANN VALGOMERA	IVISAN DISTRICT	T-I	T-III
79	OSEC-DECSB-TCH3-420775-2022	BONITES, MA. DELIALUZ CABULANAN	IVISAN DISTRICT	T-II	T-III
80	OSEC-DECSB-TCH3-420779-2022	CADUADA, VICKY UPOD	IVISAN DISTRICT	T-II	T-III
81	OSEC-DECSB-TCH3-420860-2022	CARMAN, IVAN JUDE VILLANUEVA	IVISAN DISTRICT	T-II	T-III
82	OSEC-DECSB-TCH3-420771-2022	GREGORIO, WELMIE UNASCO	IVISAN DISTRICT	T-I	T-III
83	OSEC-DECSB-TCH3-420767-2022	INOSANTOS, JESSA DE JUAN	IVISAN DISTRICT	T-I	T-III
84	OSEC-DECSB-TCH3-420772-2022	MAGBANUA, JOEVE ROSE VIDAL	IVISAN DISTRICT	T-I	T-III
85	OSEC-DECSB-TCH3-420768-2022	STA. MARIA, LALYN VILLAR	IVISAN DISTRICT	T-I	T-III
86	OSEC-DECSB-TCH3-420773-2022	UBIerna, JOSIE CAPAY	IVISAN DISTRICT	T-I	T-III
87	OSEC-DECSB-TCH3-420774-2022	ULLEGUE, JASMIN TAMBONG	IVISAN DISTRICT	T-II	T-III
88	OSEC-DECSB-TCH3-420857-2022	UMITEN, JUVELYN URETA	IVISAN DISTRICT	T-I	T-III
89	OSEC-DECSB-TCH2-420798-2022	VERGARA, ARIEL MARCELINO	IVISAN DISTRICT	T-I	T-II

NO.	ITEM NUMBER	NAME	DISTRICT / SCHOOL	POSITION TITLE	
				Present	Proposed
90	OSEC-DECSB-TCH3-421155-2022	ELEUTERIO, ARLINE VILLASEÑOR	JAMINDAN DISTRICT	T-I	T-III
91	OSEC-DECSB-TCH3-421162-2022	ESTACION, JAYSON VILLASIS	JAMINDAN DISTRICT	T-I	T-III
92	OSEC-DECSB-TCH3-421157-2022	FABIANO, MONICA NOLASCO	JAMINDAN DISTRICT	T-I	T-III
93	OSEC-DECSB-TCH3-421156-2022	LUDA, CEZA GEVERO	JAMINDAN DISTRICT	T-I	T-III
94	OSEC-DECSB-TCH3-421159-2022	NICOLAS, ANNABELLE SILVESTRE	JAMINDAN DISTRICT	T-I	T-III
95	OSEC-DECSB-TCH3-421165-2022	PARAJITO, MICHELLE LACSON	JAMINDAN DISTRICT	T-I	T-III
96	OSEC-DECSB-TCH3-421163-2022	POBLACION, MELINDA VAAY	JAMINDAN DISTRICT	T-I	T-III
97	OSEC-DECSB-TCH3-421164-2022	ROMILLO, MARY GRACE DENOSTA	JAMINDAN DISTRICT	T-I	T-III
98	OSEC-DECSB-TCH3-421166-2022	VERGARA, JANICE ABADA	JAMINDAN DISTRICT	T-II	T-III
99	OSEC-DECSB-TCH3-421158-2022	VIGO, MISHELLE VILLASIS	JAMINDAN DISTRICT	T-I	T-III
100	OSEC-DECSB-TCH3-420500-2022	RONE, BRYAN BATICADOS	PILAR DISTRICT	T-I	T-III
101	OSEC-DECSB-TCH3-420862-2022	BALGOS, CONIE ESQUERRA	PONTEVEDRA DISTRICT	T-II	T-III
102	OSEC-DECSB-TCH3-420861-2022	BEBITA, MINERVA VEGAS	PONTEVEDRA DISTRICT	T-II	T-III
103	OSEC-DECSB-TCH2-420495-2022	BEJO, MARECEL JORDAN	PONTEVEDRA DISTRICT	T-I	T-II
104	OSEC-DECSB-TCH3-420859-2022	BERBANO, JOSE BALTAR	PONTEVEDRA DISTRICT	T-I	T-III
105	OSEC-DECSB-TCH2-420824-2022	BERTE, MARY GRACE BANIHET	PONTEVEDRA DISTRICT	T-I	T-II
106	OSEC-DECSB-TCH3-420858-2022	BILLONES, ELLYN GRACE FALCIS	PONTEVEDRA DISTRICT	T-I	T-III
107	OSEC-DECSB-TCH3-420492-2022	BUCAYAN, ZENDER DELA LUNA	PONTEVEDRA DISTRICT	T-II	T-III
108	OSEC-DECSB-TCH3-420494-2022	BULQUERIN, ROSALIE CLARIN	PONTEVEDRA DISTRICT	T-I	T-III
109	OSEC-DECSB-TCH3-420499-2022	DAIS, SHEILA VILLAREIZ	PONTEVEDRA DISTRICT	T-I	T-III
110	OSEC-DECSB-TCH3-420765-2022	ESLAMADO, ARLENE CRISPINO	PONTEVEDRA DISTRICT	T-I	T-III
111	OSEC-DECSB-TCH3-420863-2022	ESTOLANO, JOY MAY BACERO	PONTEVEDRA DISTRICT	T-II	T-III
112	OSEC-DECSB-TCH2-420711-2022	FLOTILDES, REGIE BARROGO	PONTEVEDRA DISTRICT	T-I	T-II
113	OSEC-DECSB-TCH3-420493-2022	VILLASIS, MAY DILAO	PONTEVEDRA DISTRICT	T-I	T-III

NO.	ITEM NUMBER	NAME	DISTRICT / SCHOOL	POSITION TITLE	
				Present	Proposed
114	OSEC-DECSB-TCH3-420502-2022	ROSCALES, RENA JOY PERJES	TAPAZ EAST DISTRICT	T-I	T-III
115	OSEC-DECSB-TCH3-420496-2022	BURGOS, NIZEL GARDOSE	TAPAZ WEST DISTRICT	T-I	T-III
116	OSEC-DECSB-TCH2-420713-2022	DELGADO, ELSIE BESA	TAPAZ WEST DISTRICT	T-I	T-II
117	OSEC-DECSB-TCH2-420712-2022	FRONTADA, ROSALIE GARBOSA	TAPAZ WEST DISTRICT	T-I	T-II
118	OSEC-DECSB-TCH3-420497-2022	GARBOSA, SHIELA GOLE	TAPAZ WEST DISTRICT	T-I	T-III
119	OSEC-DECSB-TCH3-420501-2022	GARDOSE, ARACELI GANZON	TAPAZ WEST DISTRICT	T-I	T-III
120	OSEC-DECSB-TCH3-420498-2022	MESIAS, NONELYN BELLOCA	TAPAZ WEST DISTRICT	T-I	T-III

APPROVED RECLASSIFICATION OF SCHOOL HEAD

NO.	ITEM NUMBER	NAME	DISTRICT / SCHOOL	POSITION TITLE	
				Present	Proposed
121	OSEC-DECSB-HTEACH4-420019-2022	NOBLETA, MONINA BAYNOSA	DISTRICT OF PANAY	HT-III	HT-IV