



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

August 22, 2022

DIVISION MEMORANDUM
No. 287, s. 2022

APPROVED RECLASSIFICATION OF TEACHING POSITIONS THROUGH THE EQUIVALENTS RECORD FORM (ERF) SCHEME & RECLASSIFICATION OF SECONDARY HEAD TEACHERS & ELEMENTARY SCHOOL HEAD AS OF AUGUST 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 five (5) junior high school and five (5) 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 are six (6) secondary head teachers and one (1) elementary school head whose positions have 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



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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-TCH3-420724-2022	VASQUEZ, JAN DOROTEO	BASIAO NHS	T-I	T-III
2	OSEC-DECSB-TCH2-420889-2022	ASTROS, VILMA BERNERDINO	IVISAN NHS	T-I	T-II
3	OSEC-DECSB-TCH3-421168-2022	URETA, VINCENT BUENVIAJE	IVISAN NHS	T-I	T-III
4	OSEC-DECSB-TCH3-421169-2022	GALLAZA, JANETH GETANO	IVISAN NHS	T-I	T-III
5	OSEC-DECSB-TCH3-421170-2022	VILLANUEVA, SHERYL SORSANO	JAMINDAN NHS	T-I	T-III
6	HTEACH4-420022-2022	SANCHEZ, EVELYN CATUBUAN	COMMISSIONER LUIS R. ASIS NHS	HT-3	HT-4
7	HTEACH2-420010-2022	BARRIENTOS, RAMONA BESANA	COMMISSIONER LUIS R. ASIS NHS	HT-1	HT-2
8	HTEACH1-420012-2022	BUENVENIDA, AILEEN BEDONA	COMMISSIONER LUIS R. ASIS NHS	T-3	HT-1
9	HTEACH1-420013-2022	BARRERA, FEDERICO BEGAS	COMMISSIONER LUIS R. ASIS NHS	T-2	HT-1
10	HTEACH2-420011-2022	DADOR, JOSEPHINE DILAO	PONTEVEDRA NHS	HT-1	HT-2
11	HTEACH1-420014-2022	BELUSO, AILEEN PAHILA	PONTEVEDRA NHS	T-3	HT-1
12	OSEC-DECSB-TCH3-421196-2022	DADIVAS, RIZA DEPATTOY	DISTRICT OF PONTEVEDRA	T-II	T-III
13	OSEC-DECSB-TCH3-421197-2022	VALENCIANA, GINALYN GONZALES	DISTRICT OF IVISAN	T-I	T-III
14	OSEC-DECSB-TCH3-421198-2022	CAPAPAS, SARAH ADOLFO	DISTRICT OF IVISAN	T-I	T-III
15	OSEC-DECSB-TCH3-421199-2022	BORCE, CHRYSSTYLE DEGALA	DISTRICT OF MAAYON	T-I	T-III
16	OSEC-DECSB-TCH3-421200-2022	DIAZ, BRENDA DISTOR	DISTRICT OF MAAYON	T-I	T-III

APPROVED RECLASSIFICATION OF SCHOOL HEAD

NO.	ITEM NUMBER	NAME	DISTRICT / SCHOOL	POSITION TITLE	
				Present	Proposed
1	OSEC-DECSB-SP4-420001-2022	LUCHING, JOCELYN TEBIS	DISTRICT OF SIGMA	SP-3	SP-4



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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-2017)
(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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