



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

November 4, 2022

DIVISION MEMORANDUM
No. 457 s. 2022

**APPROVED RECLASSIFICATION OF TEACHING POSITIONS THROUGH THE
EQUIVALENTS RECORD FORM (ERF) SCHEME & RECLASSIFICATION OF SECONDARY
MASTER TEACHERS AS OF OCTOBER 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 forty-seven (47) junior high school and sixty-nine (69) elementary school teachers whose requests for reclassification of positions through the Equivalents Record Form (ERF) scheme have been approved by the Department of Budget and Management (DBM). Also, in the list are six (6) secondary teachers whose positions have been reclassified.
2. Said teachers are requested to submit the required documents for the processing of their appointments on or before **November 10, 2022**. Attached is the checklist of requirements for the proposed appointment.
3. The concerned teachers are requested to have their supporting documents checked by the Administrative Officer II at the District for elementary and/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 *A*

Admin-HR



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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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NO.	ITEM NUMBER	NAME	DISTRICT/SCHOOL	POSITION TITLE	
				Present	proposed
1.	TCH3-421222-2022	Esmeño, Roselle A.	Jamindan NHS	T-II	T-III
2.	TCH3-421223-2022	Trigo, Elnalyn E.	Jamindan NHS	T-II	T-III
3.	TCH3-421224-2022	Alayon, Christine B.	Felix Balgos NHS	T-II	T-III
4.	TCH2-420900-2022	Cartujano, Bea Isabel O.	Panitan NHS	T-I	T-II
5.	TCH3-421268-2022	Bagares, Melie D.	Comm. Luis Asis NHS	T-II	T-III
6.	TCH3-421269-2022	Ponsaran, Cerina V.	Comm. Luis Asis NHS	T-I	T-III
7.	TCH3-421270-2022	Fancubila, Aurelio D.	Concepcion Castro NHS	T-II	T-III
8.	TCH3-421271-2022	Bautista, Loyal E.	Leodegario Deocampo NHS	T-I	T-III
9.	TCH3-421272-2022	Dili, Eddarlyn D.	Leodegario Deocampo NHS	T-I	T-III
10.	TCH3-421273-2022	Dumangon, Lanie D.	Florentina Degala NHS	T-I	T-III
11.	TCH2-420993-2022	Dalida, Jahzeel V.	Vicente Andaya NHS	T-I	T-II
12.	TCH3-421470-2022	Apolinario, Rowena V.	Mianay NHS	T-I	T-III
13.	TCH2-420997-2022	Juare, Rachel H.	Mianay NHS	T-I	T-II
14.	TCH2-420998-2022	Alejandria, Janice Q.	Mianay NHS	T-I	T-II
15.	TCH3-421464-2022	Dorde, Merryday F.	Ivisan NHS	T-II	T-III
16.	TCH3-421465-2022	Patricio, Myleen F.	Ivisan NHS	T-II	T-III
17.	TCH3-421466-2022	Lozada, Analyn C.	Ivisan NHS	T-II	T-III
18.	TCH3-421467-2022	Flotilde, Manilyn	Maindang NHS	T-I	T-III
19.	TCH2-420994-2022	Degallado, Leany L.	Mambusao East NHS	T-I	T-II
20.	TCH2-420995-2022	Laurilla, Yrrah Kathleen M.	Mambusao East NHS	T-I	T-II
21.	TCH2-420996-2022	Linan, Mary Ann L.	Mambusao East NHS	T-I	T-II
22.	TCH3-421468-2022	Ignacio, Junrey C.	Mambusao NHS	T-I	T-III
23.	TCH3-421469-2022	Delos Reyes, Junilyn P.	Mambusao NHS	T-I	T-III
24.	TCH3-421471-2022	Deseo, Queensly B.	Panitan NHS	T-I	T-III
25.	TCH3-421472-2022	Dayang, Raylin B.	Panitan NHS	T-II	T-III



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				Present	proposed
26.	TCH2-420999-2022	Magsisi, Reynalyn D.	Panitan NHS	T-I	T-II
27.	TCH2-421000-2022	Delfin, Jovelyn D.	Panitan NHS	T-I	T-II
28.	TCH3-421473-2022	Daliva, Jane C.	Panitan NHS	T-I	T-III
29.	TCH3-421474-2022	Delos Santos, Jackelyn B.	Panitan NHS	T-I	T-III
30.	TCH3-421475-2022	Daria, Dona May	Pontevedra NHS	T-I	T-III
31.	TCH3-421476-2022	Bagsic, Almira Joy D.	Pontevedra NHS	T-I	T-III
32.	TCH3-421477-2022	Libantino, Denmarie O.	Sapian NHS	T-I	T-III
33.	TCH3-421478-2022	Villareal, Jade Eve A.	Sapian NHS	T-I	T-III
34.	TCH2-421001-2022	Vergabera, Maychelle Gay	Tapaz NHS	T-I	T-II
35.	TCH2-421002-2022	Farillon, Leah Mae F.	Tapaz NHS	T-I	T-II
36.	TCH3-421479-2022	Seguerra, Jenny Rose G.	Tapaz NHS	T-I	T-III
37.	TCH3-421480-2022	Legarda, Ma. Wellyn L.	Tapaz NHS	T-I	T-III
38.	TCH3-421720-2022	Undaloc, Ana Mae F.	Capiz NHS	T-II	T-III
39.	TCH3-421721-2022	Francisco, Casey V.	Capiz NHS	T-I	T-III
40.	TCH3-421722-2022	Bialen, Jane V.	Capiz NHS	T-I	T-III
41.	TCH3-421723-2022	Dela Cruz, Richy Mark D.	Capiz NHS	T-I	T-III
42.	TCH3-421724-2022	Orolfo, Lovelyn R.	Capiz NHS	T-I	T-III
43.	TCH3-421725-2022	Ajera, Joey C.	Capiz NHS	T-I	T-III
44.	TCH2-421043-2022	Rosales, Ronald S.	Tapaz NHS	T-I	T-II
45.	TCH3-421726-2022	Gerciano, Joean Mae F.	Dumalag Central NHS	T-II	T-III
46.	TCH3-421727-2022	Gonzales, Leoname B.	Feliciano Yusay Consing NHS	T-II	T-III
47.	TCH2-421042-2022	Baselonia, Kristen Kate B.	Pawa NHS	T-I	T-II
48.	TCH3-421456-2022	Artuz, Madelyn G.	Cuartero District	T-II	T-III
49.	TCH3-421457-2022	Pelaez, Corazon A.	Cuartero District	T-II	T-III
50.	TCH3-421458-2022	Santiago, Irene E.	Cuartero District	T-II	T-III
51.	TCH3-421459-2022	Camingao, Janet S.	Cuartero District	T-I	T-III



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52.	TCH3-421460-2022	Albay, Mary Rose A.	Cuartero District	T-I	T-III
53.	TCH3-421461-2022	Arroyo, Stewart D.	Cuartero District	T-I	T-III
54.	TCH3-421462-2022	Galicia, Laila E.	Cuartero District	T-I	T-III
55.	TCH2-421037-2022	Catoera, Irene C.	Cuartero District	T-I	T-II
56.	TCH3-421463-2022	Brillantes, Josie B.	Cuartero District	T-I	T-III
57.	TCH2-420992-2022	Galagate, Melinda G.	Tapaz West District	T-I	T-II
58.	TCH2-421036-2022	Castro, Emelie G.	Tapaz West District	T-I	T-II
59.	TCH3-421640-2022	Ellores, Christine Joy B.	Tapaz West District	T-I	T-III
60.	TCH3-421641-2022	Paran, Maricris P.	Tapaz West District	T-I	T-III
61.	TCH3-421642-2022	Crazo, Charisse Jean G.	Tapaz West District	T-I	T-III
62.	TCH3-421643-2022	Ferrer, Irene F.	Tapaz West District	T-I	T-III
63.	TCH3-421644-2022	Nedula, Leonor F.	Tapaz West District	T-I	T-III
64.	TCH3-421701-2022	Ordas, Maricel D.	Maayon District	T-II	T-III
65.	TCH2-421038-2022	Procurador, Archie D.	Maayon District	T-I	T-II
66.	TCH2-421039-2022	Bajarde, Rizel Grace A.	Maayon District	T-I	T-II
67.	TCH3-421703-2022	Dacles, Jurelyn V.	Maayon District	T-I	T-III
68.	TCH3-421040-2022	Catalan, April Joy D.	Maayon District	T-I	T-II
69.	TCH2-421041-2022	Paderugao, Annie D.	Maayon District	T-I	T-II
70.	TCH2-420078-2022	Padronia, Cristie M.	Maayon District	T-II	T-III
71.	TCH3-421702-2022	Bandojo, Jevit B.	Pilar District	T-I	T-III
72.	TCH3-421704-2022	Bieles, Lara B.	Pilar District	T-I	T-III
73.	TCH3-421705-2022	Barce, Relan D.	Pilar District	T-I	T-III
74.	TCH3-421706-2022	Bereber, Rechelle G.	Pilar District	T-I	T-III
75.	TCH3-421707-2022	Hibalo, Angela P.	Dumarao District	T-II	T-III
76.	TCH3-421708-2022	Official, Roma C.	Dumarao District	T-II	T-III
77.	TCH3-421709-2022	Banabatac, Christy M.	Dumarao District	T-II	T-III



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78.	TCH3-421710-2022	Gajo, Angie P.	Dumarao District	T-I	T-III
79.	TCH3-421711-2022	Denosta, Nedi P.	Dumarao District	T-I	T-III
80.	TCH3-421712-2022	Monahan, Cheryl S.	Dumarao District	T-I	T-III
81.	TCH3-421713-2022	Hubiera, Jose Rony D.	Dumarao District	T-I	T-III
82.	TCH3-421714-2022	Venus, Mauro H.	Dumarao District	T-I	T-III
83.	TCH3-421715-2022	Tirado, Rocelyn L.	Dumarao District	T-I	T-III
84.	TCH3-421716-2022	Padios, Jerben E.	Dumarao District	T-I	T-III
85.	TCH3-421717-2022	Hibaler, Hazel C.	Dumarao District	T-I	T-III
86.	TCH3-421718-2022	Biton-on, Mary Joy P.	Dumarao District	T-I	T-III
87.	TCH3-421628-2022	Lopez, Marilou D.	Mambusao East District	T-I	T-III
88.	TCH3-421656-2022	Luces, Riva N.	Mambusao East District	T-I	T-III
89.	TCH3-421659-2022	Labing, Vilma P.	Mambusao East District	T-I	T-III
90.	TCH3-421660-2022	Gavino, Karen M.	Mambusao East District	T-I	T-III
91.	TCH3-421661-2022	Lago, Nanette Y.	Mambusao East District	T-I	T-III
92.	TCH3-421629-2022	Fortaleza, Lady Fatima F.	Dumalag District	T-II	T-III
93.	TCH3-421630-2022	Gustilo, Amelyn D.	Dumalag District	T-II	T-III
94.	TCH3-421632-2022	Perez, Gina C.	Dumalag District	T-I	T-III
95.	TCH3-421633-2022	Deloria, Judith G.	Dumalag District	T-I	T-III
96.	TCH3-421634-2022	Gallaza, Melvin F.	Dumalag District	T-I	T-III
97.	TCH3-421635-2022	Abanco, Lorebel F.	Dumalag District	T-I	T-III
98.	TCH3-421631-2022	Daliva, Readem B.	Panitan District	T-I	T-III
99.	TCH3-421636-2022	Navarra, Helen	Panitan District	T-I	T-III
100.	TCH3-421662-2022	Alejandro, Rodelyn T.	Panitan District	T-I	T-III
101.	TCH3-421637-2022	De Villa, Virgelyn L.	Mambusao West District	T-II	T-III
102.	TCH3-421638-2022	Loja, Melissa A.	Mambusao West District	T-II	T-III
103.	TCH3-421639-2022	Balanlay, Reyca S.	Mambusao West District	T-II	T-III



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104.	TCH3-421645-2022	Ebojo, Mia B.	Dao District	T-II	T-III
105.	TCH3-421646-2022	Silverio, Stella Marie F.	Dao District	T-I	T-III
106.	TCH3-421647-2022	Dordas, Ma. Remy C.	Dao District	T-I	T-III
107.	TCH3-421648-2022	Dap-og, Nerie D.	Dao District	T-I	T-III
108.	TCH3-421649-2022	Magbanua, Cherie Ann S.	Dao District	T-I	T-III
109.	TCH3-421650-2022	Estonina, Ma. Russel C.	Dao District	T-I	T-III
110.	TCH3-421651-2022	Dizon, Johna E.	Dao District	T-I	T-III
111.	TCH3-421652-2022	Bolido, Mary Ann B.	Dao District	T-I	T-III
112.	TCH3-421653-2022	Lumbania, Violeta L.	Sigma District	T-II	T-III
113.	TCH3-421654-2022	Arro, Arlene A.	Sigma District	T-II	T-III
114.	TCH3-421655-2022	Jinio, Maricef J.	Sigma District	T-II	T-III
115.	TCH3-421657-2022	Cagay, Sheryl C.	Sigma District	T-I	T-III
116.	TCH3-421658-2022	Elvira, Antonette D.	Sigma District	T-I	T-III

APPROVED RECLASSIFICATION OF MASTER TEACHER

NO.	ITEM NUMBER	NAME	DISTRICT/SCHOOL	POSITION TITLE	
				Present	proposed
1	MTCHR1-420070-2022	Dela Cuesta, Wenielyn V.	Jamindan NHS	T-III	MT-I
2	MTCHR1-420085-2022	Garde, Marlyn G.	Tapaz NHS	T-I	MT-I
3	MTCHR1-420010-2022	Jullar, Anita D.	Panitan NHS	MT-I	MT-II
4	MTCHR1-420084-2022	Bocala, Felicito A.	Comm. Luis Asis NHS	T-III	MT-I
5	MTCHR1-420086-2022	Belloca, Marivilla F.	Concepcion Castro Garcia NHS	T-III	MT-I
6	MTCHR1-420069-2022	Albay, Christine R.	Comm. Luis Asis NHS	T-III	MT-I



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