



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

November 11, 2022

DIVISION MEMORANDUM

No. 465, s. 2022

ADDITIONAL INFORMATION TO SCHOOLS DIVISION MEMORANDUM NO. 457, S. 2022 TITLED, "APPROVED RECLASSIFICATION OF TEACHING POSITIONS THROUGH THE EQUIVALENT RECORD FORM (ERF) SCHEME & RECLASSIFICATION OF SECONDARY MASTER TEACHERS AS OF OCTOBER 2022"

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Heads of Public and Private Elementary, Secondary and Integrated Schools

1. Relative to Schools Division Memorandum No. 457, s. 2022 Titled, **"Approved Reclassification of Teaching Positions through the Equivalent Record Form (ERF) Scheme & Reclassification of Secondary Master Teachers as of October 2022"**, please be informed that **Ms. Analyn A. Robles**, of Badbaranan ES, Duamarao District is included in the list of Approved Reclassification of Elementary School Heads.
2. All other provisions of Schools Division Memorandum No. 457, s. 2022 remain in effect
3. Immediate dissemination of this Memorandum is desired.


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



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



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

Admin-HR



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



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

APPROVED RECLASSIFICATION OF ELEMENTARY SCHOOL HEAD

NO.	ITEM NUMBER	NAME	DISTRICT/SCHOOL	POSITION TITLE	
				Present	proposed
1	HTEACH1-420015-2022	Analyn A. Robles	Badbaranan ES/Dumarao	T-II	HT-I



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