



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

June 20, 2023

DIVISION MEMORANDUM
No. 290, s. 2023

**APPROVED RECLASSIFICATION OF TEACHING POSITIONS THROUGH THE EQUIVALENTS
RECORD FORM (ERF) SCHEME IN ELEMENTARY AND SECONDARY SCHOOLS AS OF JUNE
2023**

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 eleven (11) junior high school and fifteen (15) 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).
2. Said teachers are requested to submit the required documents for the processing of their appointments to the HR/Personnel Unit through the receiving section (Records Unit) before June 30, 2023. Attached is the checklist of requirements for the proposed appointment.
3. The concerned elementary teachers are requested to have their supporting documents checked by the Administrative Officer II assigned in the cluster where the school belongs, the 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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APPROVED RECLASSIFICATION THROUGH EQUIVALENTS RECORD FORM (ERF)

NO.	ITEM NUMBER	NAME	DISTRICT/SCHOOL	POSITION TITLE	
				Present	proposed
1.	SPET2-420001-2023	Alcantara, Marichu D.	Panitan District	SPET-1	SPET-2
2.	TCH3-420502-2023	Artates, Nemia L.	Ivisan District	T-2	T-3
3.	TCH3-420503-2023	Basa, Jocelyn H.	Panitan District	T-2	T-3
4.	TCH3-420504-2023	Altoveros, Divina D.	Panitan District	T-2	T-3
5.	TCH3-420505-2023	Delay, Jelly D.	Panitan District	T-2	T-3
6.	TCH2-420154-2023	Panuncio, Aiza May P	Maayon District	T-1	T-2
7.	TCH3-420513-2023	Gayoso, Jeivy D.	Cuartero District	T-1	T-3
8.	TCH3-420506-2023	Arnillo, Karen L.	Ivisan District	T-1	T-3
9.	TCH3-420507-2023	Valcoba, Maria Baby Gina R.	Pontevedra District	T-1	T-3
10.	TCH3-420508-2023	Diaz, Kristine Joy D.	Panitan District	T-1	T-3
11.	TCH3-420509-2023	Buenavides, Violeta C.	Jamindan District	T-1	T-3
12.	TCH3-420510-2023	Ramon, Shieny D.	Maayon District	T-1	T-3
13.	TCH2-420155-2023	Aspera, Joylen A.	Panitan District	T-1	T-2
14.	TCH3-420511-2023	Fadirugao, Mariane D.	Panitan District	T-1	T-3
15.	TCH3-420512-2023	Pelaez, Ronalyn D.	Panitan District	T-1	T-3
16.	TCH3-420514-2023	Andrada, Rousell V.	Ivisan National High School	T-1	T-3
17.	TCH3-420515-2023	Castillo, Mailyn C.	Ivisan National High School	T-1	T-3
18.	TCH3-420516-2023	Candido, Catherine L.	Ivisan National High School	T-1	T-3
19.	TCH3-420517-2023	Bandejas, Nathania B	C L A N H S	T-1	T-3
20.	TCH3-420518-2023	Basco, Cherrie May B	Pawa National High School	T-1	T-3
21.	TCH3-420519-2023	Bertuldes, Ryan A.	Pawa National High School	T-1	T-3
22.	TCH3-420520-2023	Naelgas, Gesabelle B	Jose Diva Avelino NHS	T-1	T-3
23.	TCH3-420521-2023	Sindingan, Jaina B.	Jose Diva Avelino NHS	T-1	T-3
24.	TCH3-420522-2023	Lucero, Edrelyn U.	Basiao National High School	T-1	T-3
25.	TCH3-420523-2023	Espinolo, Wilden B.	Malonoy NHS	T-1	T-3
26.	TCH3-420524-2023	Rivad, Annuela D.	Malonoy NHS	T-1	T-3



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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- 2017)
- 3 CSC Form 212 -Personal Data Sheet (Revised-2017)
(Revised 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 (Revised 2018)
- 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

*prepare by Admin-HR (personnel in-charge)

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



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