



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

August 29, 2023

DIVISION MEMORANDUM
No. 415, s. 2023

**APPROVED RECLASSIFICATION OF TEACHING POSITIONS THROUGH THE EQUIVALENTS
RECORD FORM (ERF) SCHEME IN ELEMENTARY AND SECONDARY SCHOOLS AS OF AUGUST
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 six (6) junior high school and nine (9) 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 September 6, 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.

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

Admin-HR-reclas



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



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APPROVED RECLASSIFICATION THROUGH EQUIVALENTS RECORD FORM (ERF)

NO.	ITEM NUMBER	NAME	DISTRICT/SCHOOL	POSITION TITLE	
				Present	proposed
1.	TCH3-421068-2023	Tamayo, Cristine Tibor	Cuartero District	T-1	T-3
2.	TCH2-420260-2023	Rubio, Myleen Llanto	Mambusao West District	T-1	T-2
3.	TCH2-420261-2023	Batilaran, Francisco Tolido	Panay District	T-1	T-2
4.	TCH2-420262-2023	Demandaco, Melanie Cabrillas	Panitan District	T-1	T-2
5.	TCH3-421137-2023	Palomar, Emelda Hinola	Dumarao District	T-1	T-3
6.	TCH3-421138-2023	Hachuela, Jocynth Arancillo	Dumarao District	T-1	T-3
7.	TCH3-421139-2023	Felera, Jose Jr., Hafundar	Dumarao District	T-1	T-3
8.	TCH3-421140-2023	Hanilap, Cheryl Montano	Dumarao District	T-1	T-3
9.	TCH2-420873-2023	Vendero, Michelle Sotillo	Dumarao District	T-1	T-2
10.	TCH2-420263-2023	Rebadomia, Melanie Berosil	Dulangan NHS	T-1	T-2
11.	TCH3-420260-2023	Eslaban, Lourie Alar	Capiz NHS	T-1	T-3
12.	TCH3-421070-2023	Ballon, Jade Varnal	Pontevedra NHS	T-1	T-3
13.	TCH3-421071-2023	Almeida, Jonifer Orendez	Vicente Andaya NHS	T-1	T-3
14.	TCH2-420872-2023	Gaton, Rhea Cuerda	Tapaz NHS	T-1	T-2
15.	TCH3-421136-2023	Loja, Joven Jamison	Mambusao 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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