



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

October 21, 2023

DIVISION MEMORANDUM
No. **534** s. 2023

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

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisor
Curriculum Implementation Division
OIC, Chief Education Supervisor
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Concerned

1. Attached is the list of six (6) junior high school and eighteen (18) 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 November 5, 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

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

TEACHERS

PROMOTIONS

APPOINTMENT

Admin-HR-reclas



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APPROVED RECLASSIFICATION THROUGH EQUIVALENTS RECORD FORM (ERF) AS OCTOBER 2023

NO.	ITEM NUMBER	NAME	DISTRICT/SCHOOL	POSITION TITLE	
				Present	proposed
1.	TCH3-421255-2023	Compliza, Angielie Pilar	Dumarao	T-2	T-3
2.	TCH3-421256-2023	Borres, Donnabelle Bawisan	Maayon	T-2	T-3
3.	TCH3-421257-2023	Lozada, Emee Ponce	Mambusao East	T-2	T3
4.	TCH3-421249-2023	Henson, Roni Jim Cuares	Cuartero	T-2	T-3
5.	TCH2-420915-2023	Delos Reyes, Lemar Pimentel	Cuartero	T-1	T-2
6.	TCH3-421253-2023	Sorial, Hazel Tamayo	Cuartero	T-1	T-3
7.	TCH3-421250-2023	Bocala, Joselindo Edwin Diaz	Pres. Roxas	T-2	T-3
8.	TCH3-421251-2023	Donato, Mary Joy Bofil	Panay	T-1	T-3
9.	TCH3-421252-2023	Bermejo, Roshaine Ayra	Panitan	T-1	T-3
10.	TCH2-420917-2023	Dariagan, Mylene Dolor	Panitan	T-1	T-2
11.	TCH3-421254-2023	Detangco, Gegie Condino	Panitan	T-1	T-3
12.	TCH2-420918-2023	Castro, Mary Jelyn Marcelino	Dao	T-1	T-2
13.	TCH3-421259-2023	Javier, Rizalina Escopel	Dao	T-1	T-3
14.	TCH3-421260-2023	Peralta, Jazzie Calong	Dao	T-1	T-3
15.	TCH3-421261-2023	Quirao, Ma. Charie Destura	Dao	T-1	T-3
16.	TCH3-421262-2023	Bendoy, Ma. Myra Salabe	Dao	T-1	T-3
17.	TCH3-421258-2023	Balinas, Jane Arellano	Dumarao	T-1	T-3
18.	TCH2-420916-2023	Vallite, Kristine Gween Silvestre	Jamindan	T-1	T-2
19.	TCH2-420919-2023	Boladas, Rose May Barradas	Comm. Luis Asis NHS	T-1	T-2
20.	TCH3-421263-2023	Villanueva, Hernalyn Recio	Florentina Degala NHS	T-1	T-3
21.	TCH3-421264-2023	Dela Torre, Ma. Theresa Federogao	Yating NHS	T-1	T-3
22.	TCH2-420920-2023	Besin, Neliza Camandona	Vicente Andaya NHS	T-1	T-2
23.	TCH3-421265-2023	Sobron, Charin Orbe	Basiao NHS	T-1	T-3
24.	TCH3-421266-2023	Dichosa, Terry Lascona	Jose Diva Avelino NHS	T-2	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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