



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

DP-165-165
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE MAY 24 2019
BY: [Signature]

DIVISION MEMORANDUM

No. 165, s. 2019

TO: Assistant Schools Division Superintendent
Chief Education Supervisors CID and SGOD
Public Elementary and Junior High School School Heads
All Others Concerned

FROM: 
REBONGAMIL R. BAGUIO
Schools Division Superintendent

DATE: May 20, 2019

RE: EVALUATION OF DOCUMENTS FOR EQUIVALENT RECORD FORM (ERF)

1. This Office hereby requests assistance from the respective school heads in the evaluation of documents of teachers indicated in Annex 1 for ERF application. Pertinent documents are listed in Annex 2. Further, the school shall also be responsible in fast tracking submission of the documents to the Division Office not later than May 30, 2019.
2. Queries relative to this can be relayed to Guia Ma. G. Villahermosa, Administrative Officer IV at 0917-706-7745.

Incl: as stated

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE

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	POSITION TITLE & SALARY GRADE	NAME	DATE OF LAST PROMOTION	STAT US	CIVIL SERVICE ELIGIBILITY	School Assignment
1	TEACHER I - 11	DEL CASTILLO, EVELYN FEOLOG	7/27/1995	P	PBET	Aglayan CS
2	TEACHER I - 11	YAMAHON, RAUL LABAURA	1/22/1999	P	LET	Aglayan CS
3	TEACHER I - 11	DEITA, MARY ANN ESPONILLA	5/30/2002	P	LET	AVES
4	TEACHER I - 11	LUCINE, EDERLINA SERVILLON	9/14/2012	P	LET	AVES
5	TEACHER I - 11	BARRETE, RANULFA NAMBATA	12/6/1993	P	PBET	Bangcud CS
6	TEACHER I - 11	AGUITAS, BEATRIZ CANOOG	1/4/1999	P	LET	Bangcud CS
7	TEACHER I - 11	SANTIAGO, FLORESA DALAYAO	9/14/2012	P	LET	BCT
8	TEACHER I - 11	AQUE, ANNABELLE BINANLAO	3/21/2012	P	LET	Brgy. 9 ES
9	TEACHER I - 11	ALVAREZ, ARNECITA	6/20/1995	P	PBET	Busdi IS
10	TEACHER I - 11	COLINARES, MELORIA LURANZA	6/30/2009	P	LET	Caburacanan ES
11	TEACHER I - 11	COLIM, ELIZABETH TAGAYUNA	10/10/2014	P	LET	Candiisan
12	TEACHER I - 11	CARINHAY, ARMELA LABADAN	8/21/2017	P	PBET	Casisang CS
13	TEACHER I - 11	ROJAS, JULIETA PEÑARANDA	2/17/2003	P	PBET	Dalwangan ES
14	TEACHER I - 11	LACARAN, NORA PAGUTAYAO	6/21/1996	P	PBET	Dalwangan ES
15	TEACHER I - 11	BANGIS, CAROLYN BAYUCOT	7/18/2011	P	LET	Dalwangan ES
16	TEACHER I - 11	GEMPISAO, ELENITA OCAYA	7/8/2004	P	LET	Dalwangan ES
17	TEACHER I - 11	INDAPAN, AHMED REMATE	3/23/2009	P	LET	Imbayao ES
18	TEACHER I - 11	CALAGUAN, ELENA RODRIGUEZ	1/3/1994	P	LET	Indalasa ES
19	TEACHER I - 11	AMPONG, SANTOS GALUPO	2/18/1987	P	PBET	Kalasungay CS
20	TEACHER I - 11	BADAJOS, LOIDA CARECIA	2/3/2015	P	LET	Kalasungay CS
21	TEACHER I - 11	DELA CRUZ, ERLINDA MORALES	1/18/2016	P	LET	Kalasungay CS
22	TEACHER I - 11	TRUTA, LYRA MURIELLE MELLIZA	8/21/2017	P	PBET	Kalasungay CS
23	TEACHER I - 11	DAUS, BRENIE GASPAR	6/28/2011	P	LET	Linabo ES
24	TEACHER I - 11	TAÑECA, MICHELLE LAPUZ	2/28/2003	P	PBET	Malapgap ES
25	TEACHER I - 11	LABINES, LINDA MUGOT	6/22/1999	P	LET	Managok CS
26	TEACHER I - 11	MONTANO, MARIA LUZ ALESNA	7/9/1984	P	PBET	Managok CS
27	TEACHER I - 11	GABIA, EMILY GAANG	6/27/1995	P	LET	Managok CS
28	TEACHER I - 11	PACATANG, LUCIA ALLEGADO	7/14/1994	P	PBET	Managok CS
29	TEACHER I - 11	SURALTA, LOURDES BULASA	10/10/2014	P	LET	Managok CS
30	TEACHER I - 11	SALGA, CAROL MADRIÑAN	5/15/2014	P	LET	Managok NHS
31	TEACHER I - 11	MAGDUA, JOY SANTIAGO	5/30/2002	P	LET	MCCS
32	TEACHER I - 11	CAINTOY, PONCIANA ADECER	7/22/1988	P	PBET	MCCS
33	TEACHER I - 11	PROPIA, JOCELYN RANALAN	10/10/2014	P	LET	MCCS
34	TEACHER I - 11	ALIMA, MARGARITA MORALES	10/10/2014	P	PBET	MCCS
35	TEACHER I - 11	RADIA, ANWAR PANIOROTAN	11/27/2008	P	LET	MCCS
36	TEACHER I - 11	ALIMA, FELIPA PELERE	5/15/2013	R	LET	MCCS
37	TEACHER I - 11	FELIZARTA, FLORITA GONZALES	12/18/1998	P	LET	Natid-asan
38	TEACHER I - 11	CASUCOT, DAYLINDA OLANO	8/5/1993	P	PBET	Natid-asan
39	TEACHER I - 11	VALDEZ, MARIA CHUCHIE	12/20/1991	P	PBET	Natid-asan ES
40	TEACHER I - 11	BALTAZAR, HELEN UCAT	10/22/1991	P	PBET	Paiwaig ES
41	TEACHER I - 11	EDESA, REGINALD PASCO	4/2/2003	P	PBET	San Marin ES
42	TEACHER I - 11	CABURAL, LUDAVINA GEORGIA	7/16/1996	P	PBET	Silac ES
43	TEACHER I - 11	RARA, CRISPINITA INOCENCIO	1/3/1994	P	LET	Silae ES
44	TEACHER I - 11	LABANDERO, MARILOU ARICAYA	6/13/2011	P	LET	Sta. Ana ES
45	TEACHER I - 11	GALAMITON, MARIA LUISA LESWE	6/20/2011	P	PBET	Sumpung CS
46	TEACHER I - 11	CABELTES, FELOCHE DACION	10/10/2014	P	RA4670	Sumpung CS
47	TEACHER I - 11	SALESA, EVENGIE DACION	10/10/2014	P	PBET	Sumpung CS
48	TEACHER I - 11	MORENO, SUZANNE ROJAS	10/10/2014	P	PBET	Sumpung CS
49	TEACHER I - 11	VALLE, LIZA JOYNO	6/9/2011	P	LET	Sumpung CS
50	TEACHER I - 11	RIZON, MARY FE TANEZA	1/3/1994	P	PBET	Zamboanguita CS



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ANNEX 2

EQUIVALENT RECORD FORM REQUIREMENTS

1. Duly accomplished ERF - 5 original copies
*Please comply all the requirements: School Head will sign for Elementary and Secondary Schools
2. Duly accomplished Form 212 w/ picture and Thumb Mark - 2 original copies
2 clear copies and authenticated by AO:
3. Updated Service Record
4. Performance Ratings for 3 latest consecutive rating periods
5. Transcript of Records with Board Resolution Number
 - Undergrad
 - MA
6. Latest Appointment
7. Renewed PRC License
8. Latest Pay slip
9. Affidavit of Merit signed by AO – for those who graduated in private Schools
10. Certificate of Recognition (2- 5 certificates)

QUALIFICATIONS FOR TEACHER II (BSE + 20)

1. At least one year of relevant experience
2. Bachelor's Degree for teacher+ 20 graduate units /20 years length of service
 - a. BSE + 20 MA units
 - b. BSE + 20 years
 - c. BSE + 18 MA units + 6 years

QUALIFICATIONS FOR TEACHER III (MA EQUIVALENT)

1. Master's degree in education / 42 MA units = MA degree or MA equivalent
 - All holders of Master's degree are classified as MA Degree
 - a. BSE + 20 MA units + 20 years
 - b. BSE + 42 MA units