



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 15 2024

MEMORANDUM

APPROVED EQUIVALENT RECORD FORM


To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. The Schools Division Office of Muntinlupa, informs the field of the List of Teachers with Approved Equivalent Record Form.
2. Attached are as follows:
 - Enclosure 1 - List of Teachers with Approved Equivalent Record Form for Reclassification.
 - Enclosure 2 - List of Requirements for Appointment.
3. The requirements must be checked by the School Administrative Officer II/School HR-in-Charge. It must be submitted to the Division Personnel Unit on or before **September 15, 2024**. Late submission of the requirements will result to the delay processing of appointment.
4. For further queries and information may be directed to the Division Personnel Unit email at recruitment.sdomuntinlupa@deped.gov.ph
5. Immediate dissemination of, and compliance to this Memorandum is desired.

FOR:

VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

BY:


DR. ARMIDA S. OBLINADA
Education Program Supervisor
Officer-in-Charge

Encls: As Stated
References: None
To be indicated in the Perpetual of Index
under the following subjects:

279 APPOINTMENT PROMOTION
SRHB/ APPROVED EQUIVALENT RECORD FORM ___/August 13, 2024

279

UN-2024-279



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
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deped-muntinlupa.com



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Enclosure 1

ELEMENTARY:

NO	NAME	CURRENT POSITION	RECLASS POSITION
1	MARINO, DARREN BOY B.	TEACHER I	TEACHER III
2	NOFUENTE, VICTORIA B.	TEACHER I	TEACHER III
3	MOLABOLA, JOANNA D.	TEACHER I	TEACHER III
4	SAN LUIS, ELENITA T.	TEACHER I	TEACHER III
5	AGUILAR, AGNES R.	TEACHER I	TEACHER III
6	ARAÑAS, ROSE MAY M.	TEACHER I	TEACHER III
7	ARROYO, JENNIFER P.	TEACHER I	TEACHER III
8	BINAY, VERLYNJOY M.	TEACHER I	TEACHER III
9	MAPE, EMERSON B.	TEACHER I	TEACHER III
10	MILLENA, CHILE A.	TEACHER I	TEACHER III
11	OQUENDO, RAQUEL R.	TEACHER II	TEACHER III
12	JULO, MARIA LUISA G.	TEACHER II	TEACHER III
13	GRATIL, MYLENE E.	TEACHER I	TEACHER II

LAKEVIEW INTEGRATED SCHOOL – JHS:

NO	NAME	CURRENT POSITION	RECLASS POSITION
1	ABASTILLAS, BRYAN T.	TEACHER I	TEACHER III
2	BATO, VIC CARLO V.	TEACHER I	TEACHER III
3	JOAQUIN, JESSICA T.	TEACHER I	TEACHER III
4	PORTEZA, JADE ANGELINE C.	TEACHER I	TEACHER III
5	IMPERIAL, ANGELICA A.	TEACHER I	TEACHER III

MUNTINLUPA BUSINESS HIGH SCHOOL:

NO	NAME	CURRENT POSITION	RECLASS POSITION
1	ADOPTANTE, YVONNE M.	TEACHER I	TEACHER III
2	LOREN, EMERSON A.	TEACHER I	TEACHER III
3	GUTIERREZ, RHEA C.	TEACHER I	TEACHER III
4	MONCADA, ERLINDA E.	TEACHER I	TEACHER III
5	VILLAPAÑE, DOLORES C.	TEACHER I	TEACHER III
6	DE JESUS, JAMES LARION F.	TEACHER I	TEACHER II
7	CALO, ANALYN A.	TEACHER I	TEACHER II
8	NAVARRO JR., ROMEO T.	TEACHER I	TEACHER II
9	FUENTES, JOHN PAUL C.	TEACHER I	TEACHER II



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MUNTINLUPA NATIONAL HIGH SCHOOL:

NO	NAME	CURRENT POSITION	RECLASS POSITION
1	REFORMA, JI-ANN B.	TEACHER I	TEACHER II
2	DIAZ, ROLANDO P.	TEACHER I	TEACHER II
3	RAMORAN, VERNA LIZA R.	TEACHER I	TEACHER II

TUNASAN NATIONAL HIGH SCHOOL:

NO	NAME	CURRENT POSITION	RECLASS POSITION
1	RAMOS, CELENOR T.	TEACHER I	TEACHER III
2	JAMIG, CHRISTINE R.	TEACHER I	TEACHER III
3	ROCHA, DANICA ANNA C.	TEACHER I	TEACHER III
4	SERRANO, VERONICA JING S.	TEACHER I	TEACHER III
5	DUMLAO, KRYSTELLE R.	TEACHER II	TEACHER III
6	BAUTISTA, KENNETH T.	TEACHER I	TEACHER II
7	ARCIAGA, EVELYN V.	TEACHER I	TEACHER II
8	VILLEGAS, GILBERT E.	TEACHER I	TEACHER II
9	YABUT, ARIANE JOY N.	TEACHER I	TEACHER II
10	TACLAS, MARILOU D.	TEACHER I	TEACHER II



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LIST OF REQUIREMENTS FOR RECLASS AND PROMOTION

No.	List of Documents	(Folder 1)	(Folder 2) (Photocopy)
1	Endorsement Letter with Checklist from Administrative Officer II/HR Representative of School	1 (Original)	0
2	Position Description Form (PDF) c/o HR of School	3 (Original)	0
3	Work Experience Sheet - Computerized	3 (Original)	0
4	Form 212 (PDS) - Computerized	3 (Original)	0
5	PRC Authenticated Professional License * One (1) Original Authenticated Copy * Two (2) Photocopies Authenticated Copys	1 (Original) 2 (Photocopy)	0
6	PRC Authenticated Report of Rating- (LET-Rating) * One (1) Original Authenticated Copy * Two (2) Photocopies Authenticated Copys	1 (Original) 2 (Photocopy)	0
7	First Day of Service/ Assumption of Duty c/o School HR	3 (Original)	0
8	Form 32 (OATH) c/o School HR	3 (Original)	0
9	Form 211 Medical Certificate (all result of examination must be attached) with documentary stamp, Certified by Government Physician - Blood Test - Drug Test - Urinalysis - Chest X-ray	1 (Original)	1
10	Statement of Assets, Liabilities, and Net Worth (SALN) Form - Photocopy	1 (Photocopy)	1
11	Transcript of Record <u>Certified</u> by the School Registrar (Bachelors & MA)	1 (Original)	1
12	Updated Service Record or Certificate of Employment	1 (Original)	1
13	Marriage Contract - (Original PSA)	1 (Original)	1
14	Birth Certificate (if Single) (Original PSA)	1 (Original)	1
15	Birth Certificate Minor Children (2 pcs.) - Photocopies	1 (Photocopy)	1
16	NCII/ NCIII/ TMC (If applicable)	1 (Original)	1
17	Previous Appointment - Photocopy	1 (Photocopy)	1
18	Latest IPCRF/OPCRF	1 (Original) 1 (Photocopy)	1
19	Leave Card: Signed by the school head (if reassigned to new station)	1 (Original)	1
20	Certification of Leave Credits (if reassigned to new station)	1 (Original)	1
21	For Natural Vacancy Promotion Ranking - c/o HR DO	1 (Photocopy)	1
22	If Reclass Nosca (Notice of Organization , Staffing & Compensation Action) - Photocopy c/o HRDO	1 (Original)	1

Received By: _____

Remarks: _____