



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

1041-72211R

Office of the Schools Division
Superintendent

SEP 17 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
 - Enclosure 2 – List of Requirements.
3. The requirements must be checked by the School Administrative Officer II/School HR-in-Charge. Those ***teachers who have not yet submitted their requirements*** must submit to the Division Personnel Unit on or before September 30, 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.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: As stated.

To be indicated in the Perpetual of Index
under the following subjects:

RECLASSIFICATION PROMOTION APPOINTMENT

AMF- APPROVED EQUIVALENT RECORD FORM
339/September 12, 2024

UN-2024-339



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



sdo.muntinlupa@gmail.com



deped-muntinlupa.com

List of Teachers with Approved ERF**ELEMENTARY**

No.	NAME	SCHOOL	FROM	TO
1	Benavidez, Joana Marie C.	AES	T- I	T-II
2	Valladores, Gracita A.	SHES	T-I	T-II
3	Ladrera, Benjamin R.	SESM	T-I	T-III
4	Barroga, Milagros C.	IES	T-II	T-III
5	Batoleno, Jo- An B.	F. DE MESA	T-I	T-III
6	Galang, Romina P.	F. DE MESA	T-II	T-III
7	Rio, Daisy D.	F. DE MESA	T-I	T-III
8	Samarita, Aissa V.	SESM	T-I	T-III
9	Pasaporte, Marichu P.	CESM	T-II	T-III
10	Cabrejas, Malbar H.	LIS	T-I	T-III
11	Bercasio, Ma. Clariza B.	CESM	T-I	T-III
12	Dela Vega, Precila J.	BESM	T-II	T-III
13	Maldecir, Mary Jane N.	BESM	T-II	T-III
14	Copada, Paz B.	POBES	T-II	T-III
15	Espina, Maria Fatima C.	IES	T-I	T-III
16	Estavillo, Cherry F.	MES	T-I	T-III
17	Felix, Lord Franz Baden C.	MES	T-I	T-III
18	Cabrejas, Malbar H.	LIS	T-I	T-III
19	Adoptante, Alan F.	BESM	T-I	T-III
20	Adotante, Candice Anne H.	BESM	T-I	T-III
21	Landrito, Rebecca C.	BESM	T-I	T-III
22	Lopez, Imelda F.	BESM	T-I	T-III
23	Escobar, Herminigilda L.	IES	T-I	T-III
24	Balagbis, Erma B	CESA	MT I	MT II
25	Rellones, Bernadette C.	AES	MT I	MT II

JUNIOR HIGH SCHOOL

No.	NAME	SCHOOL	FROM	TO
1	Del Mundo, Joanna O.	TNHS	T-I	T-III
2	Asuncion, Venus A.	TNHS	T-II	T-III
3	Domingo, Dwyne N.	PNHS	T-I	T-II
4	Barrio, Novelita A.	PNHS	T-I	T-II
5	Velasco, Ruby Anna D.	PNHS	T-I	T-II
6	Viscayno, Renato C.	PNHS	T-II	T-III
7	Palma, Judith G.	MSHS	T-I	T-II
8	Abella, Charlene A.	LIS	T-I	T-II
9	Magimot, Ella Marie A.	LIS	T-I	T-II
10	De Ocampo, Jellyne S.	LIS	T-I	T-II
11	Amorganda, Sandra Mae	LIS	T-I	T-II
12	Tenedero, Leilani M.	MNHS	T-I	T-III
13	Ramores, Ana Rovie T.	MNHS	T-II	T-III
14	Cresines, Jeric C.	MNHS	T-I	T-III
15	Flores, Mary Ann Joanelle N.	MNHS	T-I	T-III
16	Bastaong, Roldan Parson N.	MNHS	T-II	T-III
17	Ruiz, Eddie B.	LIS	T-I	T-II
18	Hispano, Alpha E.	LIS	T-I	T-II
19	Geronimo, Gabriela S.	LIS	T-I	T-II
20	Francisco, Ryan R.	LIS	T-I	T-II
21	Cana, Racquel E.	LIS	T-I	T-II
22	Sagrit, Melrose M.	TNHS	T- I	T-III
23	Dela Cruz, Caroline B.	MSHS	T-III	MT I
24	Malcaman, Peachy Ann M.	MSHS	T-III	MT I
25	Jereza, Gemma F.	MSHS	T-III	MT I

Enclosure 2

**Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE
City of Muntinlupa**

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 (Original)	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: _____