



Office of the Schools Division
Superintendent

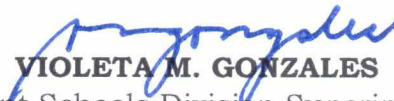
OCTOBER 17, 2024

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. It must be submitted to the Division Personnel Unit on or before **October 23, 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

397/October 16, 2024

UN-2024-397



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

Enclosure 1

List of Teachers with Approved Equivalent Record Form

NAME	SCHOOL	FROM	TO
Arciaga, Pamela Charisse Manuel	Alabang Es	T-I	T-II
Chua, Leizel Gabbaon	Itaas ES	T-I	T-II
Abit, Laila Negrido	Bayanan Unit 1 ES	T-I	T-II
Lopez, Analle Ivy	PNHS	T-I	T-III
Antoijo, Julian Christopher	MBHS	T-I	T-III
Cabanting, Merie Ann De Guzman	MNHS	T-III	MT-I
Bernal, Racquel Buenaobra	MNHS	T-III	MT-I
Balayan, Kevin Darwin	PNHS	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: _____