



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

All-May-2025-050/Hr  
05-188

Office of the Schools Division  
Superintendent

MAY 16 2025

**MEMORANDUM**

No. 229, s. 2025

**APPROVED EQUIVALENT RECORD FORM**

To: OIC-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 and must be submitted to the Division Personnel Unit on or before June 3, 2025. Late submission of the requirements will result to the delay processing of appointment.
4. For further queries and information, please contact the Division Personnel Unit via email at [recruitment.sdomuntinlupa@deped.gov.ph](mailto:recruitment.sdomuntinlupa@deped.gov.ph)

  
**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  
229 / May 15, 2025

229

NUM-2025-229



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
84237560, 84237561, 84237562  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com) / [sdo.muntinlupa@deped.gov.ph](mailto:sdo.muntinlupa@deped.gov.ph)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

0516 010

List of Teachers with Approved Equivalent Record Form

No.	NAME	SCHOOL	FROM	TO
1	LOZADA, MELODY G.	SEZA Z3	TEACHER I	TEACHER II
2	OCAY, AILYN T.	SEZA Z3	TEACHER I	TEACHER II
3	LIPON, JOAN B.	SEZA Z3	TEACHER I	TEACHER III
4	RABANERA, MARIE ANN A.	SEZA Z3	TEACHER II	TEACHER III
5	NOFUENTE, MARY ANNE A.	SESM	TEACHER I	TEACHER II
6	REYES, JANICE M.	SESM	TEACHER I	TEACHER II
7	MARINO, MARIA LYREEN A.	SESM	TEACHER I	TEACHER II
8	OLIVA, JINNALYN O.	SHES	TEACHER II	TEACHER III
9	GRIJALDO, MARY ANN G.	SHES	TEACHER II	TEACHER III
10	DULFINA, LEONARD LYN D.	AES	TEACHER I	TEACHER III
11	LORAÑA, HAZLE KAY A.	BES UNIT 1	TEACHER I	TEACHER III
12	PONCE, CECILIA	BES UNIT 1	TEACHER II	TEACHER III
13	SENARILLOS, MARITIS L	MES	TEACHER I	TEACHER II
14	RAZO, JUVILYNNE G.	MES	TEACHER I	TEACHER II
15	ESMUNDO, JENIFER E.	MES	TEACHER I	TEACHER III
16	GAVILEÑO, AMIE RHOBY G.	MES	TEACHER I	TEACHER III
17	BAGNATE, HERDELYN B.	MES	TEACHER I	TEACHER III
18	BAIT, JENELYN M.	MES	TEACHER I	TEACHER III
19	ACUIN, PAUL ALDEN S.	MBHS	TEACHER III	HEAD TEACHER III
20	CAJANO, JOHN WILLIAM B.	TNHS	TEACHER III	HEAD TEACHER III
21	AMION, MARY JANE A.	MSHS	TEACHER III	HEAD TEACHER III
22	CALIPAYAN, MARSHA LIZA M.	PNHS	HEAD TEACHER I	HEAD TEACHER III
23	VIVAR, RYAN G.	PNHS	HEAD TEACHER I	HEAD TEACHER III
24	ANDRESIO, MARILYN C.	PNHS	HEAD TEACHER I	HEAD TEACHER III
*****Nothing Follows*****				



**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)	Remarks
1	Endorsement Letter with Checklist from Administrative Officer II/HR Representative of School	1 (Original)	0	
2	Position Description Form (PDF) <b>c/o HR of School</b>	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- ( <b>LET-Rating</b> ) * One (1) Original Authenticated Copy * Two (2) Photocopies Authenticated Copys	1 (Original) 2 (Photocopy)	0	
7	First Day of Service/ Assumption of Duty <b>c/o School HR</b>	3 (Original)	0	
8	Form 32 (OATH) <b>c/o School HR</b>	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 CTC)	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 <b>IPCRF/OPCRF</b>	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 <b>c/o HRDO</b>	1 (Original)	1	

Received By: \_\_\_\_\_

Remarks: \_\_\_\_\_