



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

HR - MAY - 2025 - 0761

05-319

Office of the Schools Division
Superintendent

MAY 27 2025

MEMORANDUM
No. 239, 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

For:

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

By:


DR. MA. MYRA E. NAMIT
Public Schools District Supervisor
Officer-in-Charge

Enclosure: As stated.

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

RECLASSIFICATION PROMOTION APPOINTMENT

AMF/APPROVED EQUIVALENT RECORD FORM
239/May 26, 2025

NUM-2025-239



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
84237560, 84237561, 84237562
sdo.muntinlupa@gmail.com / sdo.muntinlupa@deped.gov.ph
deped-muntinlupa.com

Enclosure 1**List of Teachers with Approved Equivalent Record Form**

No.	NAME	SCHOOL	FROM	TO
1	ANNALIE R. TABORITE	POBES	TEACHER II	TEACHER III
2	MARY ANN C. MONTANO	POBES	TEACHER I	TEACHER III
3	ROSEMARIE A. SUALOG	POBES	TEACHER II	TEACHER III
4	MAYDELYN N. ZAIDE	SEZA Z3	TEACHER I	TEACHER II
5	LANI L. TEJADA	SEZA Z3	TEACHER II	TEACHER III
6	KIMBERLY ANN B. PASTOLERO	CESM	TEACHER I	TEACHER II
7	GOCIEL T. MAMING	CESM	TEACHER II	TEACHER III
8	JEYMALE L. TOLEDO	AES	TEACHER I	TEACHER III
9	LYKA MARIE P. COLOMA	AES	TEACHER I	TEACHER III
10	AIZA G. SUGAY	AES	TEACHER I	TEACHER III
11	CHERRY MAY S. AQUINO	FAES	TEACHER I	TEACHER III
12	LITO T. EVANGELISTA	FAES	TEACHER I	TEACHER III
13	JUVY D. LARAL	FAES	TEACHER I	TEACHER III
14	YRA JOY R. LIM	FAES	TEACHER I	TEACHER III
15	LEONISA L. SACAYAN	FAES	TEACHER I	TEACHER III
16	RACHEL F. MENDOZA	FAES	TEACHER I	TEACHER III
17	MA. HANA JOY T. VELASCO	F. DE MESA	TEACHER I	TEACHER II
18	DONNA BELLE P. LAQUEO	F. DE MESA	TEACHER I	TEACHER II
19	SHAIRYNE MARICHARIZENELLE A. RIVERA	VHES	TEACHER I	TEACHER II
20	MARGIE D. LEONOR	VHES	TEACHER II	TEACHER III
21	JERRY M. VILLACRUEL	VHES	TEACHER II	TEACHER III
22	EVELYN B. VILLACRUEL	VHES	TEACHER II	TEACHER III
23	MARIA DIANA B. CARMONA	VHES	TEACHER II	TEACHER III
24	MARILOU L. RIONDANGA	VHES	TEACHER II	TEACHER III
25	ALSHAIRA D. MASCARIÑAS	MBHS	TEACHER I	TEACHER II
26	RUBY O. GOTGOTAO	MBHS	TEACHER I	TEACHER II
27	MA. JAFEN B. ANDES	MBHS	TEACHER I	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) 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: _____