



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

ALL-JUNE-2025-0201

Office of the Schools Division
Superintendent

06-099

MEMORANDUM
No. 262, s. 2025

JUN 09 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 16, 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


VIOLETA M. GONZALES CESO VI

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

AME/APPROVED EQUIVALENT RECORD FORM
262 / June 2, 2025

NUM-2025-262

10.35



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

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A-6422

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

No.	NAME	SCHOOL	FROM	TO
1	ELLINE E. ENGUIO	MBHS	TEACHER I	TEACHER III
2	ANALIZA R. CANDELARIA	MBHS	TEACHER I	TEACHER III
3	LIZA S. PANGILINAN	MBHS	TEACHER II	TEACHER III
4	ERLYN D. GALGO	FAES	TEACHER I	TEACHER II
5	JUVELYN L. DAÑO	PES	TEACHER I	TEACHER II
6	JESSIE ANN C. FAJILA	SESM	TEACHER I	TEACHER II
7	LIIBETH R. CABALLERO	SESM	TEACHER I	TEACHER II
8	ELSIE D. MONTIMOR	FDMES	TEACHER I	TEACHER II
9	ANNIE ROSE B. ORONGAN	FDMES	TEACHER I	TEACHER II
10	JENNIFER S. GERONIMO	SHES	TEACHER I	TEACHER II
11	MIA MYKA E. VILLANUEVA	SHES	TEACHER I	TEACHER II
12	JENNIFER T. FLORES	POBES	TEACHER I	TEACHER II
13	EDILBERTO H. ARGUELLES	MBHS-ANNEX	TEACHER I	TEACHER II
14	BRIAN C. ESPELETA	MBHS-ANNEX	TEACHER I	TEACHER III
15	IVY M. VIBORA	MBHS-ANNEX	TEACHER II	TEACHER III
16	CHERRY L. ANN C. PAJARILLO	MBHS-ANNEX	TEACHER II	TEACHER III
17	NIMFA V. OBINGUAR	VHES	TEACHER II	TEACHER III
18	JOSEPH D. OBINGUAR	VHES	TEACHER II	TEACHER III
19	JENNIFER D. LUCE	TNHS	TEACHER I	TEACHER II
20	MARY RAZEL T. TABBU	MSHS	TEACHER I	TEACHER II
21	ELMA D. DAPULAZA	MSHS	TEACHER I	TEACHER II
22	JESUS P. AMAR	MNHS	TEACHER I	TEACHER II
23	ROMMEL G. LIMBAUAN	PEDHS	TEACHER I	TEACHER II
24	JAN JEREMIAH DE VILLA UÑAS	PEDHS	TEACHER I	TEACHER II
25	ROLDAN R. ORTEGA	PEDHS	TEACHER I	TEACHER II
26	MARILOU S. ANTIPADO	BSES	TEACHER I	TEACHER II
27	GENO E. ARMARIO	BSES	TEACHER I	TEACHER II
28	SHIRLEY I. ICARANOM	BSES	TEACHER I	TEACHER II
29	RHEA D. LUCENTE	BSES	TEACHER I	TEACHER II
30	ROWEN D. SAN PEDRO	BSES	TEACHER I	TEACHER II
31	RICA V. SANCHEZ	FDMES	TEACHER I	TEACHER III
32	SHIELA BREEZE M. TARINAY	TNHS	TEACHER I	TEACHER III
33	MARK RENNEN C. BANTA	MBHS-ANNEX	TEACHER I	TEACHER II
34	DOMINADOR Q. CORPUZ JR.	MBHS-ANNEX	TEACHER I	TEACHER II
35	JOHN CLARK C. LUMABAN	MBHS-ANNEX	TEACHER I	TEACHER III
36	EMMALYN E. COMILANG	MBHS-ANNEX	TEACHER II	TEACHER III
37	JOAN RACHEL C. ESTERES-TRIA	MBHS-ANNEX	TEACHER II	TEACHER III
38	RUTH R. MATAPAHA	PNHS	TEACHER I	TEACHER II
39	THERESA R. UÑAS	PNHS	TEACHER I	TEACHER II
40	ALFONSO INIGO R. YUSINGCO	PNHS	TEACHER I	TEACHER II
41	MICHELLE R. MANAOG	PNHS	TEACHER I	TEACHER III

42	MARY GRACE F.OFILADA	PNHS	TEACHER I	TEACHER III
43	JOHN HERVIN A. ARUELAS	PNHS	TEACHER II	TEACHER III
44	JUDY B. PLANDO	PNHS	TEACHER II	TEACHER III
45	ZANDRA T. CUBITA	POBES	TEACHER I	TEACHER III
46	ANALYN N. TAYO	MES	TEACHER I	TEACHER II
47	VIENA MAY F. ANGUD	POBES	TEACHER I	TEACHER II
48	ROWENA O. LIGOT	SESM	TEACHER I	TEACHER II
49	LYNIE A. BEJO	SESM	TEACHER I	TEACHER II
50	MA. KATREENA M. OCAMPO	PNHS	TEACHER I	TEACHER II
51	ENJILIANE N. ARAO	IES	TEACHER I	TEACHER II
52	SHEILLA ROSE P. CALAPATAN	IES	TEACHER I	TEACHER II
53	SARAH F. GAUFO	IES	TEACHER I	TEACHER II
54	DIVINA B. ABANA	PES	TEACHER I	TEACHER III
55	MANILYN M. BARATCHINA	PES	TEACHER I	TEACHER III
56	GLADYS F. BENITEZ	PES	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)	-	2	
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: _____