



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

Office of the Schools Division
Superintendent

MEMORANDUM
No. 309, s. 2025

JUL 01 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 July 5, 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

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
309/June 30, 2025

NUM-2025-309

309

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

No.	NAME	SCHOOL	FROM	TO
1	JASIEL C. RICAFFRENTE	SHES	TEACHER I	TEACHER II
2	RECHEE G. MEDILO	ALS	TEACHER I	TEACHER II
3	ANALIE S. ORTEGA	ALS	TEACHER I	TEACHER II
4	LEA V. TALABIS	AES	TEACHER II	TEACHER III
5	SHIELA F. IGNACIO	AES	TEACHER I	TEACHER III
6	JANE M. VICTORINO	AES	TEACHER II	TEACHER III
7	JANETTE G. LEGASPI	SESM	TEACHER II	TEACHER III
8	SEVILLA M. JALANDONI	POBES	TEACHER II	TEACHER III
9	PERLITA P. PANUAYAN	POBES	TEACHER II	TEACHER III
10	ROSEL T. CABASAG	F DE MESA	TEACHER II	TEACHER III
11	MARCOS S. VILLANUEVA	F DE MESA	TEACHER II	TEACHER III
12	ERROLYN D. BENITO	PNHS	TEACHER I	TEACHER III
13	MAE ANN J. VARONA	LIS	TEACHER I	TEACHER II
14	ANNA MARIE ARAMBULO	IES	TEACHER I	TEACHER III
15	MYRA F. SABATER	SESM	TEACHER I	TEACHER II
16	NELIA A. NOLASCO	IES	TEACHER I	TEACHER II
17	MA. CONCEPCION S. MENDOZA	BES 1	TEACHER I	TEACHER II
18	RIZA NATIVIDAD S. MALAYO	BES 1	TEACHER I	TEACHER II
19	FANNY P. MARBELLA	BESM	TEACHER I	TEACHER II
20	CATHY C. LACAY	BESM	TEACHER I	TEACHER II
21	CIELO R. TOJOS	BESM	TEACHER II	TEACHER III
22	FLORDELIZA O. AQUINO	MBHS-SA	TEACHER I	TEACHER II
23	MIRAFE M. CUARTO	MBHS-SA	TEACHER I	TEACHER II
24	ALEJANDRA L. MANANSALA	MBHS-SA	TEACHER I	TEACHER II
25	RIZZA MIA DIAZ	MBHS	TEACHER I	TEACHER II
26	CHRISZEL A. ALMOSARA	PNHS	TEACHER I	TEACHER III
27	JINNIELA R. CAJALJAL	PNHS	TEACHER I	TEACHER III
28	ARNELIZA A. DOMINGO	PNHS	TEACHER I	TEACHER III
29	MA. BELEN M. SORIANO	PNHS	TEACHER II	TEACHER III
30	AMINA A. TAN	PEDHS	TEACHER I	TEACHER II
31	EPIFANIA F. BUNAGAN	PEDHS	TEACHER II	TEACHER III
32	ARLHA C. MATA	PEDHS	TEACHER I	TEACHER II
33	IMELDA E. LAJATO	PEDHS	TEACHER I	TEACHER III
34	JENNIFER S. BANDONG	PEDHS	TEACHER I	TEACHER II
35	MILDRED M. BUENAVISTA	TNHS	TEACHER I	TEACHER II
36	RONALIZA O. HILARIO	TNHS	TEACHER I	TEACHER II
37	ELLAINE E. MANIO	TNHS	TEACHER I	TEACHER II
38	JENNIFER R. FABRICANTE	TNHS	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 (Photocopy)	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: _____