



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

APPROVED EQUIVALENT RECORD FORM (ERF)

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
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 announces the list of teachers with approved Equivalent Record Form (ERF), under old guideline of Reclassification, with issued Notice of Organization, Staffing and Compensation Action (NOSCA).
2. Attached are as follows:
 - Enclosure 1 – List of Teachers with Approved ERF
 - Enclosure 2 – List of Requirements
3. The requirements must be checked by the School Administrative Officer II/School HR-in-Charge and submitted to the Division Personnel Unit not later than May 28, 2026. Late submission may cause delays in processing appointments.
4. For further queries and information please contact the Division Personnel Unit through its email address at **recruitment.sdomuntinlupa@deped.gov.ph**
5. Immediate dissemination of this Memorandum is desired.


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

AMF/DM - APPROVED RECLASSIFICATION FORM FOR TEACHING POSITIONS (RFTP)_BATCH6
219/May 18, 2026

List of Teachers with Approved Equivalent Record Form

No.	NAME	SCHOOL	FROM	TO	REMARKS
1	LEA V. TALABIS	AES	TEACHER II	TEACHER III	FOR UPDATES ON SUBMITTED REQUIREMENTS
2	SHIELA F. IGNACIO	AES	TEACHER I	TEACHER II	FOR UPDATES ON SUBMITTED REQUIREMENTS
3	JANE M. VICTORINO	AES	TEACHER II	TEACHER III	FOR UPDATES ON SUBMITTED REQUIREMENTS
4	NELIA A. NOLASCO	AES	TEACHER II	TEACHER III	FOR UPDATES ON SUBMITTED REQUIREMENTS
5	ANALIE S. ORTEGA	ALS	TEACHER I	TEACHER II	FOR UPDATES ON SUBMITTED REQUIREMENTS
6	MA. CONCEPCION S. MENDOZA	BES 1	TEACHER I	TEACHER II	FOR UPDATES ON SUBMITTED REQUIREMENTS
7	RIZA NATIVIDAD S. MALAYO	BES 1	TEACHER I	TEACHER II	FOR UPDATES ON SUBMITTED REQUIREMENTS
8	FANNY P. MARBELLA	BESM	TEACHER I	TEACHER II	FOR UPDATES ON SUBMITTED REQUIREMENTS
9	CATHY C. LACAY	BESM	TEACHER I	TEACHER II	FOR UPDATES ON SUBMITTED REQUIREMENTS
10	CIELO R. TOJOS	BESM	TEACHER II	TEACHER III	FOR UPDATES ON SUBMITTED REQUIREMENTS
11	ROSEL T. CABASAG	F DE MESA	TEACHER II	TEACHER III	FOR UPDATES ON SUBMITTED REQUIREMENTS
12	MARCOS S. VILLANUEVA	F DE MESA	TEACHER II	TEACHER III	FOR UPDATES ON SUBMITTED REQUIREMENTS
13	ANNA MARIE ARAMBULO	IES	TEACHER I	TEACHER III	FOR UPDATES ON SUBMITTED REQUIREMENTS
14	JEN-JEN DIWA	LIS	TEACHER I	TEACHER III	NO SUBMITTED FOLDER
15	FLORDELIZA O. AQUINO	MBHS-SA	TEACHER I	TEACHER II	FOR UPDATES ON SUBMITTED REQUIREMENTS
16	MIRAFE M. CUARTO	MBHS-SA	TEACHER I	TEACHER II	FOR UPDATES ON SUBMITTED REQUIREMENTS
17	ALEJANDRA L. MANANSALA	MBHS-SA	TEACHER I	TEACHER II	FOR UPDATES ON SUBMITTED REQUIREMENTS
18	EPIFANIA F. BUNAGAN	PEDHS	TEACHER II	TEACHER III	FOR UPDATES ON SUBMITTED REQUIREMENTS
19	ARLHA C. MATA	PEDHS	TEACHER I	TEACHER II	FOR UPDATES ON SUBMITTED REQUIREMENTS
20	IMELDA E. LAJATO	PEDHS	TEACHER I	TEACHER III	FOR UPDATES ON SUBMITTED REQUIREMENTS
21	JENNIFER S. BANDONG	PEDHS	TEACHER I	TEACHER II	FOR UPDATES ON SUBMITTED REQUIREMENTS
22	ERROLYN D. BENITO	PNHS	TEACHER I	TEACHER III	FOR UPDATES ON SUBMITTED REQUIREMENTS
23	CHRISZEL A. ALMOSARA	PNHS	TEACHER I	TEACHER III	FOR UPDATES ON SUBMITTED REQUIREMENTS
24	JINNIELA R. CAJALJAL	PNHS	TEACHER I	TEACHER III	FOR UPDATES ON SUBMITTED REQUIREMENTS
25	ARNELIZA A. DOMINGO	PNHS	TEACHER I	TEACHER III	FOR UPDATES ON SUBMITTED REQUIREMENTS
26	MA. BELEN M. SORIANO	PNHS	TEACHER II	TEACHER III	FOR UPDATES ON SUBMITTED REQUIREMENTS
27	SEVILLA M. JALANDONI	POBES	TEACHER II	TEACHER III	FOR UPDATES ON SUBMITTED REQUIREMENTS
28	PERLITA P. PANUAYAN	POBES	TEACHER II	TEACHER III	FOR UPDATES ON SUBMITTED REQUIREMENTS
29	MICHELLE AMARO	POBES	TEACHER I	TEACHER III	NO SUBMITTED FOLDER
30	JANETTE G. LEGASPI	SESM	TEACHER II	TEACHER III	FOR UPDATES ON SUBMITTED REQUIREMENTS
31	MYRA F. SABATER	SESM	TEACHER I	TEACHER II	FOR UPDATES ON SUBMITTED REQUIREMENTS
32	AMINA A. TAN	TNHS	TEACHER I	TEACHER II	FOR UPDATES ON SUBMITTED REQUIREMENTS
33	MILDRED M. BUENAVISTA	TNHS	TEACHER I	TEACHER II	FOR UPDATES ON SUBMITTED REQUIREMENTS
34	RONALIZA O. HILARIO	TNHS	TEACHER I	TEACHER II	FOR UPDATES ON SUBMITTED REQUIREMENTS
35	ELLAIN E. MANIO	TNHS	TEACHER I	TEACHER II	FOR UPDATES ON SUBMITTED REQUIREMENTS
36	JENNIFER R. FABRICANTE	TNHS	TEACHER I	TEACHER III	FOR UPDATES ON SUBMITTED REQUIREMENTS
***** <i>Nothing Follows</i> *****					

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 Revised 2025 (PDS) - Computerized	3 (Original)	0	
5	Proof of Eligibility (any of the following) a. PRC ID (original copy, photocopy, scanned copy, authenticated copy, CTC) b. Certificate of Rating (original copy, CTC, photocopy, authenticated copy, scanned copy)	3 copies	0	
6	First Day of Service/ Assumption of Duty Revised 2025 c/o School HR	3 (Original)	0	
7	Form 32 Revised 2025(OATH) c/o School HR	3 (Original)	0	
8	Form 211 Revised 2025 Medical Certificate (all result of examination must be attached) Certified by Government or Private Physician - Blood Test - Drug Test - Urinalysis - Chest X-ray	1 (Original)	1	
9	Statement of Assets, Liabilities, and Net Worth (SALN) Form - Photocopy (Revised 2025)	1 (Photocopy)	1	
10	Transcript of Record Certified by the School Registrar (Bachelors & MA)	1 (Original CTC)	1	
11	Updated Service Record or Certificate of Employment	1 (Original)	1	
12	Marriage Contract - (Original PSA)	1 (Original)	1	
13	Birth Certificate (if Single) (Original PSA)	1 (Original)	1	
14	Birth Certificate Minor Children (2 pcs.) - Photocopies	1 (Photocopy)	1	
15	NCII/ NCIII/ TMC (If applicable)	1 (Original)	1	
16	Previous Appointment - Photocopy	1 (Photocopy)	1	
17	Latest IPCRF/OPCRF	1 (Original) 1 (Photocopy)	1	
18	Leave Card: Signed by the school head (if reassigned to new station)	1 (Original)	1	
19	Certification of Leave Credits (if reassigned to new station)	1 (Original)	1	
20	For Natural Vacancy Promotion Ranking - c/o HR DO	1 (Photocopy)	1	
21	If Reclass Nosca (Notice of Organization , Staffing & Compensation Action) - Photocopy c/o HRDO	1 (Original)	1	

Received By: _____

Remarks: _____