



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

07 May 2024

DIVISION MEMORANDUM
OSDS No. 092, s. 2024

SUBMISSION OF PERTINENT DOCUMENTS FOR TEACHER I POSITIONS WITH 20
YEARS OR MORE OF SERVICE FOR ERF PROCESSING

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Public Elementary and Secondary Teachers
Administrative Officers II
All Others Concerned

1. In reference to Budget Circular No. 2004-1 on the **Guidelines on Automatic Upgrading of Eligible Public School Teachers through the Equivalent Records Forms (ERF) scheme**, all qualified Teacher I positions are required to submit documentary requirements for Reclassification to Teacher II position through Equivalent Records Forms.

2. Please refer to this enclosure.

Enclosure 1: List of Elementary and Secondary School Teacher I positions with 20 years or more of service

3. Eligible teacher-applicants are required to submit these documentary requirements for evaluation and validation in the following order:

- a. One (1) copy of duly accomplished Equivalent Record Form (ERF) (computer generated and signed by the teacher-applicant and school head)
- b. Letter of Intent addressed to the Schools Division Superintendent
- c. Photocopy of valid and updated PRC License/ID
- d. Photocopy of updated and duly signed Service Record
- e. Photocopy of latest appointment

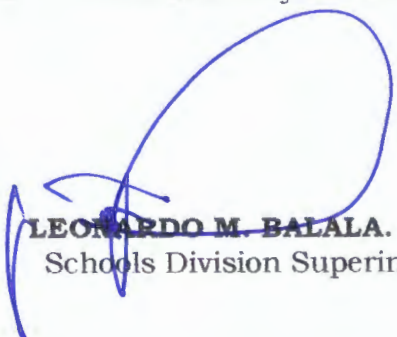
4. Applicants are advised to submit the required documentary requirements in a **long yellow folder indicating in the cover page their name and "20 years or more of service"** note with earmark that corresponds to the order of documentary requirements as stated in no. 3.



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5. School heads and Administrative Officers II and are directed to assist and facilitate the qualified teacher-applicants in the preparation of the pertinent documents for reclassification of position.
6. The deadline of submission of pertinent documents for reclassification to Teacher II position shall be on June 07, 2024.
7. Immediate dissemination of this memorandum is hereby directed.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

POSITIONS RECORDS
REQUIREMENTS

KDF/DM- submission of pertinent documents for teacher i positions with 20 years or more
of service for erf processing
FOR S.Y. 2024-2025
0001/May 07, 2024



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**LIST OF ELEMENTARY AND SECONDARY SCHOOL TEACHER I POSITIONS
WITH 20 YEARS OR MORE OF SERVICE**

NO.	FULL NAME	SCHOOL	DISTRICT
1	ABAY, MEHIDA ALUNAN	JUAN BAYAN ES	POLOMOLOK 1
2	ABAYON, EMMALYN SOLON	LOTE ES	TUPI 2
3	ABEÑON, EVA MANISAN SUANA	TUBENG ES	TUPI 2
4	ABU, DOREN BAGAMAN	BUNAO ES	TUPI 1
5	AGUILAR, ARLENE VALERA	RICARDO O. AVILA MES	TUPI 1
6	ALCONES, GRETCHEN DE RAMOS	NORALA CES	NORALA 1
7	ALEY, SISON BEBING	LAMLAHAK ES	LAKE SEBU 1
8	ALVIAR, MARIZEL ABINER	POLONULING CES	TUPI 1
9	APELLANES, VENESSE MEJIA	STA. CRUZ ES	TAMPAKAN 1
10	ARTACHO, MARIETTA SALANIO	LAMLAHAK ES	LAKE SEBU 1
11	AUTOR, JONHRY LABUGA	TUPI CES	TUPI 1
12	BADO, REITZL LIEN SIEN	MIASONG ES	TUPI 1
13	BAGGONG, MELCHIE SURIAGA	POLONULING CES	TUPI 1
14	BERNABE, CHRISTINA JUNSAN	TUPI CES	TUPI 1
15	BRETANA, SARRY ESIDERIO	SAN MIGUEL ES	NORALA 1
16	BUBUNGAN, MYLENE ESTIMOSO	SURALLAH CES	SURALLAH 3
17	BURAO, EMETERIO JR SUARNABA	EL KUDA ES	NORALA 1
18	CABALLERO, AMIE GRACE DEVALGUE	LOPEZ JAENA ES	NORALA 1
19	CARIDO, ARISTON SIPE	BENIGNO S. AQUINO IS (TUPI)	TUPI 1
20	CASTIGADOR, RIZALIA ZONIO	LAMBUSONG ES (SURALLAH)	SURALLAH 1
21	CASTILLON, MARICEL VILLARTA	NEW ANTIQUE ES	SURALLAH 2
22	CAYETANO, ALMA BELACAS	PROPER NED ES	LAKE SEBU 2
23	CONDE, MARITES DE JUAN	POLONULING CES	TUPI 1
24	DE JESUS, SUZETTE INOCENCIO	ACFAON ES	TUPI 1
25	DELA CERNA, ARNEL BANCALE	DOLE CANNERY CES	POLOMOLOK 3
26	DELMO, GEDD BALTORES	NACI IS	SURALLAH 2
27	DERILON, REMIE DULAY	T'BONG ES	LAKE SEBU 1
28	DIANCIN, KAREN SANTIAGO	BANGA CES	BANGA 2



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29	DOCTORA, EVIEGRACE RAGAS	LUSOK IS	TBOLI 1
30	DOGOLDOGOL, NANETTE LUCAS	MOLOY ES	SURALLAH 4
31	DOMAOAN, MARIA HELEN MONGAYA	SILWAY 8 ES	POLOMOLOK 4
32	DONDOYANO, ROWENA RAMIREZ	POLO IS	POLOMOLOK 3
33	DOUGLAS, RUFING FALAN	DIENTE IS	LAKE SEBU 1
34	ELUMBRE, LIEZEL BADANA	AFLEK ES	TBOLI 1
35	ESCALADA, JOSEPHINE POLO	TAMPAKAN CES	TAMPAKAN 1
36	ESTACIO, ARVIN MARQUEZ	LAMPITAK NHS	TAMPAKAN 2
37	FANTILANAN, MARICEL BORRA	DOLE CANNERY CES	POLOMOLOK 3
38	FLORES, LUNIESITA QUISTADIO	CLAUDIO DELOS REYES ES	TAMPAKAN 3
39	FORNOLLES, NOEMI PORRAS	MATLONG ES	BANGA 1
40	FUENTES, FRANCES IRENE PUDADERA	RIZAL ES	BANGA 3
41	GEANTONI, DENNIS BALDEDARA	TBOLI NHS	TBOLI 2
42	GELLANILAY, LORNA NALAGON	BENIGNO S. AQUINO IS (TUPI)	TUPI 1
43	GRANADA, SHERYL AVILA	RICARDO O. AVILA MES	TUPI 1
44	GRANDE, AMIE ANGTUI	DUENGAS ES	SURALLAH 4
45	GUMOBAO, JESSICA FLORES	BIANAN IS	TBOLI 1
46	HOSPITAL, ROSALIE ALFON	F. PALMARES SR. MEMORIAL ES	NORALA 1
47	JALANDONI, LOURDES KATIGBAK	TUPI CES	TUPI 1
48	KAGI, BENITO TAMBUKONG	LAKE SEBU CES	LAKE SEBU 1
49	KIADOG, DIONES ABOY	BULOL LAHAK ES	LAKE SEBU 1
50	LACO, JOHN MENA	POLONULING CES	TUPI 1
51	LANZAGARITA, JOMELYN CERVANTES	LIWANAY ES	BANGA 3
52	LAUREANO, MYRTLE MAGOLLADO	LUGAN CES	TBOLI 2
53	LOZANO, LORENA CARROS	MALTANA ES	TAMPAKAN 3
54	MACAPOBRE, MARETHIS CABILAN	DANLAG ES	TAMPAKAN 2
55	MAGUAN, BUNDOS CARADO	TRAANKINI ES	LAKE SEBU 1
56	MALLARE, SHERLYN LAUDATO	CENTRALA NHS	SURALLAH 1
57	MALVAS, SANNY ANGELES	SAN MIGUEL ES	NORALA 1
58	MANGLICMOT, GINA BALALA	PAGALUNGAN ES	POLOMOLOK 2
59	MARTINEZ, CYRIL MAE PRIAS	NORALA CES	NORALA 1
60	MAYORMENTE, ARLENE COMBATIR	BENTUNG ES	POLOMOLOK 5
61	MONCADA, MA THERESA COSTELA	SURALLAH CES	SURALLAH 3
62	MORENO, GRACE SINCER	RIZAL ES	BANGA 3



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63	NAMA, EDNA BALICAO	TANTANGAN NHS	TANTANGAN 1
64	NERPIOL, CHERYL FLORES	DOLE CANNERY CES	POLOMOLOK 3
65	NERPIOL, JENNY RAMPING	L.T. MORALES ES	SURALLAH 1
66	OCATE, VILMA CAPUNDAN	SAN VICENTE ES	BANGA 3
67	ORO, ERLIN LAÑADA	MAAN ES	TBOLI 1
68	ORTIGOSA, HANNA NUEROS	RIZAL ES	BANGA 3
69	ORTIZ, JUDITH ACHACOSO	SAN VICENTE ES	BANGA 3
70	PABLEO, MAY FLOR BALOYO	TAPLAN IS	TAMPAKAN 1
71	PAULIO, MATILDE DELIGOS	VIRAY LISING IS	POLOMOLOK 4
72	PROVIDO, MELODINA CALLANO	SAN ISIDRO ES (TAMPAKAN)	TAMPAKAN 2
73	PULIDO, CONNIE EMMA	PUROK SISON ES	SURALLAH 3
74	QUEMADA, MARISA CANDIDO	GODWINO IS	SURALLAH 1
75	REPASO, LYRA GUANZON	SURALLAH CES	SURALLAH 3
76	REYES, CIELITO VILLANUEVA	LAMBA CES	BANGA 1
77	RIVERA, MA THERESA LIDA	NORALA CES	NORALA 1
78	RODEL, ROPAU DELFIN	NORALA CES	NORALA 1
79	RODILLADO, MARIA LORENA CHIVA	GODWINO IS	SURALLAH 1
80	ROSETE, BETHSIE DELA CRUZ	LIBERTY ES	NORALA 1
81	SALISIP, MONDA MAKALUMBA	UPPER SEPAKA IS	SURALLAH 4
82	SELIDIO, SHIREE ANNE MAGALLANES	B. MAGAN ES	SURALLAH 2
83	SIGA, ROSEMELY MOSQUERA	LAMBA CES	BANGA 1
84	SIOCO, ROSALIE BARRERA	RIZAL ES	BANGA 3
85	SOLOMON, GLORIA CASTILLON	B. MAGAN ES	SURALLAH 2
86	SOLOMON, MARILOU ROQUERO	L.T. MORALES ES	SURALLAH 1
87	SORATIOSA, CHRISTINE DIACIN	CENTRALA NHS	SURALLAH 1
88	TABIDAD, JOVENCIANA GODWINO	LEMLUNAY ES	LAKE SEBU 1
89	TAYANTIS, KADIL ALOS	TALAMBONGAN ES	TANTANGAN 1
90	TOLIMAO, MARIE RACHEL FERMILON	NORALA CES	NORALA 1
91	UMEK, DEBORAH DABON	TAKUNEL ES	LAKE SEBU 1
92	VILLANUEVA, JESUS JR LIZA	PROPER NED ES	LAKE SEBU 2
93	WALI, RUDY UGEN	KLUBI ES	LAKE SEBU 1
94	YBAÑEZ, ADELAIDA SIMON	PUROK SISON ES	SURALLAH 3