



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

05 March 2025

UNNUMBERED MEMORANDUM

LIST OF APPROVED EQUIVALENT RECORD FORM (ERF)

TO : Assistant Schools Division Superintendent
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Unit Heads / Section Heads
Public Schools District Supervisor
Elementary and Secondary School Heads
All Others Concerned

1. Attached to this memorandum is the list teachers with approved ERF available at records section and may also be viewed through the DTS using the indicated document tracking number via www.sdobatangasdts.com.ph
2. All concerned teachers are advised to submit the following requirements for processing of Plantilla Allocation List (PAL) for the FY 2025. (Please see Enclosure 1)
3. It is likewise advised to attach page marker/s index tabs to the documents for easy identification and checking. Moreover, incomplete pertinent papers will not be received by the Division's Records Section.
4. Please be reminded that approved ERF is the initial process for reclassification, followed by the process of Plantilla Allocation List (PAL) with the recommending approval by the regional office to be forwarded to the Department of Budget and Management (DBM) for approval.
5. For strict compliance to this memorandum.

MARITES A. IBANEZ, CESO V
Schools Division Superintendent

JBP/ LIST OF APPROVED EQUIVALENT
RECORD FORM/R2-141241/03/05/2025



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
☎(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
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APPROVED EQUIVALENT RECORD FORM

NO	DOC. TRACKING NO.	NAME OF EMPLOYEE	APPROVED ERF POSITION	SCHOOL/ DISTRICT
1	A3-153621	ANALYN TEGELAN MADERAZO	T-III	ALITAGTAG
2	A3-153624	GLADYS MAE M. CAPUNO	T-III	ALITAGTAG
3	A1-170306	MARY GRACE ATIENZA BARANGAS	T-III	CATANDAAAN YABUT NHS
4	A1-170369	MAY-AN CABADIN	T-II	DR. CRISOGONO B. ERMITA SR MNHS
5	A1-170377	NEMIA VERGARA DURAL	T-III	DR. CRISOGONO B. ERMITA SR MNHS
6	A4-171214	CRIZ TIMOG ZITA	HT-III	DR. JUAN PASTOR MNHS
7	A1-170659	LOVELY GRACE BARNIQUE BERNARTE	T-III	LUCSUHIN NHS
8	A1-170660	KRISTEL JANES ATIENZA MARQUEZ	T-III	LUCSUHIN NHS
9	A1-170613	EVELYN CABRAL MARANAN	T-III	MALAPAD NA BATO NHS
10	A3-153376	MEILANA TOBOSO RICAFORT	T-III	MALVAR
11	A3-153261	DIANA VERGARA REINTON	T-III	MALVAR
12	A3-153194	JOCELYN VERGARA MENDOZA	T-III	MALVAR
13	A3-153195	GRACE BULAKLAK DE GUZMAN	T-III	MALVAR
14	A3-152087	IREN GARCIA DE VILLA	T-III	MATAASNAKAHOY
15	A4-172840	HAROLD LESIGUIS MACALALAD	T-III	PADRE GARCIA
16	A3-151600	RGINE ROSALES ANDAL	T-III	SAMPA-PACIFICO INTEGRATED SCHOOL
17	A4-171348	CERLINA BRIONES RAMIREZ	T-II	SAN JOSE
18	A4-173506	MARY ANNE DE TORRES ANDORA	T-II	SAN JUAN EAST
19	A4-171057	MA. LEAH AMPARA MAGTIBAY	T-II	SAN JUAN EAST
20	A4-170825	MARY ROSE MAGNAYE SUMADSAD	T-II	SAN JUAN EAST
21	A4-171171	JENELYN BRONOZA JAPLIT	T-II	SAN JUAN WEST
22	A4-171306	MELANIE MERCADO CANTRE	T-III	SAN JUAN WEST
23	A3-153449	TESSIE BUCETA FEDERIS	T-III	STA. TERESITA
24	A1-170545	CECILE BROSOTO DEL MUNDO	T-III	TAAL NHS
25	A1-170546	CHARISH DINGLASN DEL MUNDO	T-III	TAAL NHS
26	A1-170552	RENATO MALABANAN ESEO	T-III	TUMALIM NHS



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RECLASSIFICATION - REGION LEVEL
TEACHER II & III, SPECIAL EDUCATION TEACHER II & III



- ☐ Recommendation/Indorsement from the School Head
- ☐ Updated Service Record
- ☐ Approved Equivalent Record Form (ERF) 1 copy
- ☐ Plantilla Allocation List
- ☐ Duly Authenticated Transcript of Records for Masteral / Doctoral Program (by the CHED)
- ☐ Copy of the latest PSIPOP where the item is reflected



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RECLASSIFICATION - REGION LEVEL
SCHOOL PRINCIPAL, MASTER TEACHER, HEAD TEACHER



- ☐ Recommendation/Indorsement from the Schools Division Superintendent
- ☐ Plantilla Allocation List
- ☐ Updated Service Record
- ☐ Approved ERF (for HT only)
- ☐ Duly Authenticated TOR for Masteral/ Doctoral Program (by the CHED)
- ☐ Approved Comparative Assessment for the current Year
- ☐ School Form 7 (SF7) for the current year
- ☐ Duly authenticated copy of certificates of attendance (Basic Training Course for School Heads from NEAP (for Principal applicant only)
- ☐ List of Teachers per subject area with respective plantilla item number (for secondary)
- ☐ Performance rating from the effectivity of the latest appointment
 - 2 years IPCR if Outstanding for 2 consecutive years
 - 3 years IPCR if Very Satisfactory for 3 consecutive years
- ☐ Copy of the latest PSIPOP where the item is reflected (JHS)



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