



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

12 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/R2-141418/03/12/2025



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
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APPROVED EQUIVALENT RECORD FORM

NO	DOC. TRACKING NO.	NAME OF EMPLOYEE	APPROVED ERF POSITION	SCHOOL/ DISTRICT
1	A2-144146	ELEAZAR MARAMOT BASIT	T-III	ANSELMO A. SANDOVAL MEMORIAL NATIONAL HIGH SCHOOL
2	A1-171259	SHIERA PARAISAO CABRERA	T-III	BALAYAN NATIONAL HIGH SCHOOL
3	A1-171264	CATHLEEN JOYCE BUTOR LOPEZ	T-III	BALAYAN NATIONAL HIGH SCHOOL
4	A1-171265	LORIEBEL PINEDA QUILIBOSO	T-III	BALAYAN NATIONAL HIGH SCHOOL
5	A1-175999	MONICA NINA CAJUDO GOZANO	T-III	BALAYAN NATIONAL HIGH SCHOOL
6	A1-176006	JOCELYN NOCHE ABARINTOS	T-III	BALAYAN NATIONAL HIGH SCHOOL
7	A1-176012	MARIA DOROTHY NOCHE DIVINA GRACIA	T-III	BALAYAN NATIONAL HIGH SCHOOL
8	A1-176018	MAYVEL NOCHE JONSON	T-III	BALAYAN NATIONAL HIGH SCHOOL
9	A1-173383	BABY LYN ROSALES BERMAS	T-III	BALAYAN WEST
10	A1-174759	MARY RUTH NOCHE BARAL	T-III	BALAYAN WEST
11	A4-177958	MARK DEE CARRIDO AYAP	T-III	BAYBAYIN NATIONAL HIGH SCHOOL
12	A4-177961	MYLENE ROSALES CUADRO	T-III	BAYBAYIN NATIONAL HIGH SCHOOL
13	A4-175100	LUIS CUENCA MINDANAO	T-III	CALANTAS NATIONAL HIGH SCHOOL
14	A1-172623	JOANA MARIE GARCIA ALVAREZ	T-III	CALATAGAN
15	A4-175021	BERNADETH LORIA ALDAY	T-III	DAGATAN INTEGRATED NATIONAL HIGH SCHOOL
16	A4-175022	MARICAR IYAS PLANDEZ	T-III	DAGATAN INTEGRATED NATIONAL HIGH SCHOOL
17	A1-168285	MARCELA CASAMA CABINGAN	HT IV	DR. CRISOGONO B. ERMITA SR MEMORIAL NATIONAL HIGH SCHOOL
18	A3-154840	ERICA MANALO BARBOSA	T-III	LAUREL
19	A1-171836	CHRISTINE ROL ALONZO	T-III	LUMBANGAN NATIONAL HIGH SCHOOL
20	A2-142037	HEZELINE KARE AGRADE MANALO	T-III	MALAKING POOK NATIONAL HIGH SCHOOL



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21	A2-143360	CYNTHIA MARIE TUMALIUAN BESA	T-III	MALAPAD NA PARANG NATIONAL HIGH SCHOOL
22	A1-172273	ALEJANDRO JR CORSILLES RABANOS	T-III	NASUGBU EAST
23	A4-160860	LYNCEL SALOMA CALLAO	T-II	PROCOPIO MAILIG MEMORIAL IS
24	A4-17774	ANN JOYCE AQUINO CAIGA	T-III	SAN AGUSTIN INTEGRATED SCHOOL
25	A3-156211	REA EVORA ABANSADO	T-III	SANTIAGO NATIONAL HIGH SCHOOL
26	A3-156214	JESILYN LUSTRE SILVA	T-III	SANTIAGO NATIONAL HIGH SCHOOL
27	A3-154917	MONICA ROSE ALBUERA BATHAN	T-III	STA. TERESITA
28	A3-154918	JUDILYN PALO AGNO	T-II	STA. TERESITA
29	A1-172368	ROSE ANN ATENZA CABELLO	T-III	TAAL NATIONAL HIGH SCHOOL
30	A1-172370	MERYCRIS ANN CABELLO MARQUINEZ	T-III	TAAL NATIONAL HIGH SCHOOL
31	A1-172371	JAYZLE ENCARNACION BANAAG	T-III	TAAL NATIONAL HIGH SCHOOL
32	A1-172372	CATHERINE DE CLARO HERNANDEZ	T-III	TAAL NATIONAL HIGH SCHOOL
33	A1-172377	CHRISTIAN MARK MENDOZA ATIE	T-III	TALA NATIONAL HIGH SCHOOL
34	A4-178108	MARIANE AMADA GONZALES	T-III	TAYSAN SAN JOSE INTEGRATED NATIONAL HIGH SCHOOL
35	A2-141523	MIKAELA SONES DE JESUS	T-III	TINGLOY NATIONAL HIGH SCHOOL
36	A1-171840	CAROL CARAIG ANDALAJAO	T-III	TUY
37	A3-154855	ANNA MAY MENDOZA CALINISAN	T-III	WENCESLAO TRINIDAD MEMORIAL NATIONAL HIGH SCHOOL
38	A3-154857	RUSTHEL JOYCE MALABANAN MATA	T-III	WENCESLAO TRINIDAD MEMORIAL NATIONAL HIGH SCHOOL
39	A3-156686	IVY CLAIRE BALBACAL BATHAN	T-III	WENCESLAO TRINIDAD MEMORIAL NATIONAL HIGH SCHOOL



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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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