



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

26 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/R2-141824/03/26/2025



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	A1-178912	MARQUEZ, MARY JANE C.	T-III	BALAYAN NHS
2	A1-179425	BASCUGUIN, CREZELYN D	T-II	BALAYAN NHS
3	A1-179423	AALA, ELEMER V	T-III	BALAYAN NHS
4	A1-179075	DE GUZMAN, AMORLINA D.	T-III	BALAYAN WEST
5	A1-179076	ABIAN, CARMÍ M.	T-III	BALAYAN WEST
6	A1-174591	TENORIO, DANICA JANE B.	T-III	BALAYAN WEST
7	A1-174506	QUIJANO, MIA CAMILLE C.	T-III	BALAYAN WEST
8	A1-174507	DE OCAMPO, ROSE ANN A.	T-III	BALAYAN WEST
9	A2-144030	MANALO, CELESTE D	T-III	BAUAN WEST
10	A4-180218	PAMIS, RIZA R.	T-III	BAYAWANG INTEGRATED SCHOOL
11	A4-180217	FESTIJO, MARY JANE V.	T-III	BAYAWANG INTEGRATED SCHOOL
12	A1-176647	VIDALLON, ANGELIN L.	T-III	BILARAN NHS
13	A1-175813	CASANOVA, LOVELY RHOSE H.	T-III	CALACA
14	A1-174433	CABRERA, AIRA VEE C.	T-III	CALACA
15	A1-178269	DE SAGUN, GEMARE G.	T-III	CALATAGAN
16	A1-173204	TUMBAGA, HEIDE A.	T-III	CALATAGAN
17	A3-156043	SANOY, JULIET M.	T-III	CUENCA
18	A3-156042	ZARA, RICKY L.	T-III	CUENCA
19	A3-156041	LAQUI, MARIE JOY B.	T-III	CUENCA
20	A1-170381	ANDINO, SHIELA MARIE S.	T-II	DR. CRISOGONO B. ERMITA, SR. MNHS
21	A4-176897	RABANO, MARY ANN E.	T-III	IBAAN
22	A4-176898	MACARAIG, MARA DANICA D.	T-III	IBAAN
23	A4-176893	CONCEPCION, ABIGAE M.	T-III	IBAAN
24	A4-176895	DE CASTRO, JAYZA R.	T-III	IBAAN
25	A2-142537	CEROS, CRESALES M.	T-III	INICBULAN NHS
26	A1-178863	BITUIN, KIMBERLY S.	T-III	JOSE LOPEZ MANZANO NHS
27	A1-178864	BELLO, JOCELYN G.	T-III	JOSE LOPEZ MANZANO NHS
28	A4-176882	MEÑA, JENNY R.	T-III	LUCSUHIN INTEGRATED SCHOOL
29	A4-177384	RAMOS, JANET E.	T-III	PADRE GARCIA
30	A4-180637	VERGARA, NECHELLE C.	T-III	PADRE GARCIA
31	A1-170803	MATALOG, DONNA MAY M.	T-III	PAYAPA NHS



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32	A1-179406	HERNANDEZ, MARY GLENN M	T-III	PAYAPA NHS
33	A4-177421	ILAGAN, SHIELA MAY D	T-III	ROSARIO WEST
34	A4-175988	BEREDO, SERIA M.	T-III	SAN JUAN EAST
35	A4-175986	CAPILLAN, MONALIZA G.	T-III	SAN JUAN EAST
36	A4-175987	DE TORRES, BEBIANA A.	T-III	SAN JUAN EAST
37	A4-177744	FEBRIA, JENNIFER D.	T-II	SAN JUAN EAST
38	A4-175041	UMANITO, LIEZEL I.	T-III	SAN JUAN EAST
39	A4-177653	JARINA, JENNY ANN A	T-III	SAN JUAN EAST
40	A4-178402	VIRTUSIO, JOSE DARWIN T	T-III	SAN JUAN EAST
41	A4-175954	PABONAN, MA. ROMELA J.	T-III	SAN JUAN WEST
42	A2-144745	MARASIGAN, GREGORIO G.	T-III	SAN LUIS
43	A2-144744	CUASAY, MARIA CECILIA M.	T-III	SAN LUIS
44	A2-144449	DE GRACIA, MAILA A.	T-III	SAN LUIS
45	A3-156632	MENDOZA, CRISTINA B	T-III	STA. TERESITA
46	A3-156129	DE LEON, KRISTINE JOY C	T-III	STA. TERESITA
47	A1-178601	DE CASTRO, CHRISTIAN P.	T-III	TAAL
48	A1-172826	GUYO, CLAUDINE GRACE P.	T-II	TAAL
49	A1-174360	ARELLANO, MARA MAY B.	T-III	TAAL NHS
50	A4-179988	LOISAGA, JUDITH B.	T-III	TAYSAN
51	A4-175204	BEDES, GELLYN MAE A.	T-III	TAYSAN
52	A2-142237	ARMAS, JOANNA MAE T.	T-III	TINGLOY
53	A1-176809	CONDICION, JENNIFER M.	T-III	TUY



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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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