



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Cebu Province

**Office of the Schools Division  
Superintendent**

August 2, 2022

**DIVISION MEMORANDUM**

No. 221 s, 2022

**SUBMISSION AND EVALUATION OF EQUIVALENTS RECORD FORM (ERF) AND  
RECLASSIFICATION DOCUMENTS**

TO: Assistant Schools Division Superintendents  
Division Chief  
Public Schools District Supervisors /District Caretakers  
Public Elementary and Secondary School Heads  
Elementary and Secondary Teachers  
All Other Concerned

1. This Office informs the field of the new process flow in the submission and evaluation of ERF (yellow) and Reclassification (blue) documents for Teacher II and III, effective immediately.
2. Teacher Applicants for ERF/Reclassification are directed to submit yellow and blue folders to the nearest sub-office through the HRMPSB Sub-Committee secretariat.
3. Designated Administrative Officer II are assigned to handle the initial validation of documents in the sub-offices. Please see attached for complete list.
4. ADOF II in-charge shall be responsible in the submission of validated ERF/Reclassification documents to the Division Office-HR.
5. All follow-ups shall be made through the ADOF II in-charge in the sub-offices. Likewise, Ms. Eldenita Nazareno, HR-In-Charge, shall closely monitor activities and prepare a monthly report relative to the submission and evaluation of ERF/Reclassification documents
6. In case of compliance, applicants are requested to submit the documents with deficiency the soonest time possible to fast track the processing.
7. Widest dissemination of this Memorandum is highly desired.

**MARILYN S. ANDALES EdD, CESO V**  
Schools Division Superintendent






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(Enclosure to Division Memorandum No. 22 s. 2022)


ADMINISTRATIVE OFFICER II DESIGNATED TO HANDLE IN THE EVALUATION OF  
ERF/RECLASSIFICATION DOCUMENTS IN SUB-OFFICES

SUB OFFICE	NAME	SCHEDULE IN SUB-OFFICE
SAN FERNANDO	MADELYN PARILLA	Every Friday
	HAZEL TEO	Every Friday
	ANALENE DAYUJA	Every Friday
DALAGUETE	HAYDEE PEREZ	Every Monday
	ANECITA BERINGUEL	Every Friday
	BERNADETTE REOMA	Every Wednesday
BADIAN	RHEA JANE ESPINAS	Every Wednesday
	LIGAYA BOYONAS	Every Friday
	VEE ANN BAYLOSIS	Every Tuesday
BALAMBAN	GERALYN NARDO	Every Wednesday-Friday
	HEIDI OMANG	Every Monday-Wednesday
	REGEAN NICA VIGAN	Every Wednesday
MEDELLIN	WINMAR REY GULLIMAS	Every Monday
	VINA MARIE MONTEHERMOSO	Every Wednesday
	MARIA JERAMIE OMAC	Every Friday
LILOAN	MARIA JOSEFA LASAY	Every Tuesday
	SHIONY GIPGANO	Every Friday
	ALANDRE JOHNNY CUESTA	Every Thursday

Prepared by:

  
MONINA SARAH M. POMAREJOS, MPA  
Administrative Officer IV-HRMO

Noted:

  
ANELITO A. BONGCAWIL, EdD CESO VI  
Assistant Schools Division Superintendent

Approved:

  
MARILYN S. ANDALES, EdD CESO V  
Schools Division Superintendent



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