



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

May 19, 2026

DIVISION MEMORANDUM
NO. 263 s, 2026

SUBMISSION OF PERTINENT DOCUMENTS FOR APPOINTMENT FOR NEWLY PROMOTED PERSONNEL THRU EQUIVALENTS RECORD FORM (ERF)

To: Assistant Schools Division Superintendent
Chief, CID
Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principal/TIC
All Others Concerned
This Division

1. In view of the receipt of the approved Notice of Organization, Staffing, and Compensation Action (NOSCA) from the Department of Budget and Management (DBM) for the approval of the Plantilla Allocation List (PAL) due to Equivalents Record Form (ERF) using the Old guidelines for reclassification, all concerned appointees are hereby advised to submit the pertinent documents for the processing of their appointments on or before **May 28, 2026**.
2. Attached herewith is the list of the newly promoted personnel thru Reclassification, ERF and Conversion of items and the checklist of Requirements can be access using this link <https://tinyurl.com/requirementsforappt>.
3. Failure to submit the required documents within the specified deadline may result in the delay or non-processing of appointments.
4. For immediate and widest dissemination.


JAY S. MONTEALTO, CESO V
Schools Division Superintendent



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**LIST OF THE NEWLY PROMOTED PERSONNEL THRU EQUIVALENTS RECORD
FORM (ERF)**

NAME	NEW POSITION	SCHOOL ASSIGNMENT
1. Christine Jane K. Caermare	Teacher III	Sulangon NHS
2. Ma. Alona Jane C. Eguia	Teacher III	Dapitan City NHS

