



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

**Office of the Schools Division Superintendent**

August 29, 2025

**DIVISION MEMORANDUM**  
NO. 567 s. 2025

**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) of items, all concerned appointees are hereby advised to submit the pertinent documents for the processing of their appointments on or before **September 1, 2025**.
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 VI**  
Schools Division Superintendent



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**LIST OF THE NEWLY PROMOTED PERSONNEL THRU ERF**

| NAME                     | OLD POSITION | NEW POSITION | SCHOOL<br>ASSIGNMENT |
|--------------------------|--------------|--------------|----------------------|
| 1. Laurika G. Banquirigo | Teacher II   | Teacher III  | Sulangon NHS         |
| 2. Xuxa Meg P. Saguin    | Teacher II   | Teacher III  | Sulangon NHS         |
| 3. Rey D. Duhaylungsod   | Teacher II   | Teacher III  | Ilaya NHS            |
| 4. Nesa B. Sagapsapan    | Teacher II   | Teacher III  | Potungan NHS         |
| 5. Allan M. Gaballo      | Teacher I    | Teacher III  | Sulangon NHS         |



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