



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

14 April 2026

DIVISION MEMORANDUM
No. 155, s. 2026

**PROCESSING OF APPOINTMENT OF IMPLEMENTED APPROVED EQUIVALENT
RECORD FORM (UPGRADING/RECLASSIFICATION/CONVERSION)**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors/District-In-Charge
Administrative Officer V
Section and Unit Heads
Elementary and Secondary School Heads
All Others Concerned

1. This is to inform the field that as of April 13, 2026, we received the Implemented **Approved** Equivalent Record Form (ERF) on Upgrading, Reclassification and Conversion from the the old reclassification guidelines of different teaching and teaching-related positions from our division.

2. All concerned personnel whose names appear on the list (Attachment 1) are requested to submit the following pertinent documents (**All in 3 copies in 1 folder arranged accordingly**) at the **Human Resource Management Office** for the processing of your appointment until April 20, 2026:

- a. NOSCA
- b. Form 212 (Personal Data Sheet, Revised 2025) *with Work Experience Sheet*
- c. Clear Protocopy of PRC License and PRC Rating
- d. Oath of Office (Revised 2025)
- e. Form 1 (Position Description Form with Duties and Responsibilities)
- f. Form 211 (Medical Certificate, Revised 2025) Including Medical Lab Test Results
- g. Psycho-Neuro Examination (1 Original 2 photocopies)
- h. Clear photocopy of Latest Approved Appointment
- i. Updated Service Record
- j. Authenticated Photocopy of Transcript of Records of Master's Degree
- k. Signed Latest Copy of Performance Rating/IPCRF

3. For information, guidance and compliance.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
04-2026-262



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Attachment 1

ELEMENTARY

Name	From	To
TESTADO, IMELDA REPALDA	Head Teacher III	School Principal I
PINKIHAN, SAMUEL NIDOGMA	Teacher I	Teacher III
MARRON, JEVERILYNE ANGELES	Teacher I	Teacher III
SIADOR, MARY KIMBERLY SAGABAEN	Teacher I	Teacher III

JUNIOR HIGH SCHOOL

School	Name	From	To
BELANCE HS	PAGADUAN, EMERLYN ARENOS	Teacher I	Teacher III
BELANCE HS	DAGAN, LORNA CLETO	Teacher I	Teacher III
BELANCE HS	OGUES, YVONNE ITOW	Teacher I	Teacher III
BINALIAN IS	BAGIW, SONIA ARINES	Teacher I	Teacher III
PINAYAG NHS	BANIH, MYLA MAYUMIS	Teacher I	Teacher III
PINAYAG NHS	OTTO, DIANE DAWN COLAS	Teacher I	Teacher III
PINAYAG NHS	BINAY-AN, GREGORIO COSEPH	Teacher I	Teacher III
RUNRUNO NHS	GALLARDO, DANREB LIBAN	Teacher I	Teacher III
SOLANO HS	OLPINDO, ROSALINDA MATIDIO	Teacher I	Teacher III

SENIOR HIGH SCHOOL

Name	From	To
ESPADA, SHAIRA MAYAO	Teacher II	Teacher III
TEMBLOR, MELGAR JR. PALE	Teacher II	Teacher III
DE CELIS, KRESTA JOY PILARE	Teacher II	Teacher III
SUMAGPAO, JAYSON CORPUZ	Teacher II	Teacher III