



Republic of the Philippines  
Department of Education  
Region VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division  
Superintendent

April 20, 2020

**DIVISION MEMORANDUM**

No. 165, s. 2020

To: : ASDS/OIC-SDS  
Chiefs of CID & SGOD  
PSDSs/Acting PSDSs  
Public Elementary & Secondary School Heads  
All Other Concerned

Subject : **APPROVED RECLASSIFICATION OF POSITIONS DUE TO EQUIVALENT  
RECORD FORM (ERF)**

1. This office announces the approved NOSCA dated March 3 and April 2, 2020 due to reclassification of positions based on Equivalent Record Form (ERF) of the kindergarten, elementary and secondary school teachers for implementation and issuance of appointment.
2. Concerned teachers are advised to comply all documents needed for the processing of appointments and submit the complete pertinent papers at the HRMO, Division Office. Hence, we are on the status of Enhanced Community Quarantine (ECQ) due to COVID-19, you are advise to submit those required documents when the ECQ will be lifted.
3. Enclosed are the list of approved reclassified position with the name of the incumbent and the checklist for promotion with the corresponding number of copies to be submitted.
4. For your information, guidance, and compliance.

  
**BIANITO A. DAGATAN EdD, CESO V**  
Schools Division Superintendent 

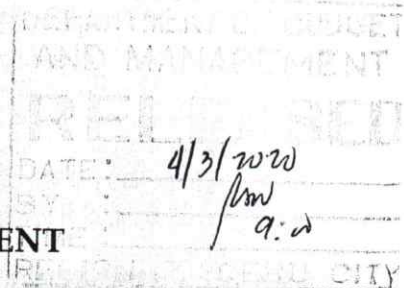


0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol  
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550  
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph





REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 REGIONAL OFFICE NO. VII



April 2, 2020

**SALUSTIANO T. JIMENEZ**

OIC - Regional Director  
 DepEd - Region VII  
 Sudlon, Lahug, Cebu City

Dear **Dr. Jimenez**:

Based on the regional allocation of the lump sum appropriation of DepEd-RO VII under PAP 310400100010000, page 362 of R.A. No. 11465 (FY 2020 GAA : Volume 116, No. 1) and the evaluation of the submitted pertinent documents supporting the request, we hereby approve the implementation of the Equivalent Record Forms (ERF) of DepEd - Division of Bohol, as follows:

	School	Plantilla Item Number	Name of Incumbent	From	To
1	Kindergarten Education	TCH1-511742-2012	Suello, Vanessa Ann F.	Teacher I	Teacher III
2	Kindergarten Education	TCH1-511840-2012	Lumontad, Angelina B.	Teacher I	Teacher III
3	Kindergarten Education	TCH1-511869-2012	Riconalla, Vivian A.	Teacher I	Teacher III
4	Kindergarten Education	TCH1-511892-2012	Quino, Brenda J.	Teacher I	Teacher III
5	Elementary Education	TCH1-510054-2008	Alleluya, Junerio H.	Teacher I	Teacher III
6	Elementary Education	TCH1-510064-2002	Visca, Marites R.	Teacher I	Teacher III
7	Elementary Education	TCH1-510321-2000	Lomosbog, Lorenza D.	Teacher I	Teacher III
8	Elementary Education	TCH1-510339-2011	Degamo, Elenita C.	Teacher I	Teacher III
9	Elementary Education	TCH1-510343-2011	Enso, Nonieta Fe M.	Teacher I	Teacher III
10	Elementary Education	TCH1-510447-2009	Magallanes, Grace N.	Teacher I	Teacher III
11	Elementary Education	TCH1-510556-2012	Macabenta, Niza A.	Teacher I	Teacher III
12	Elementary Education	TCH1-510644-2011	Lupio, Arlene A.	Teacher I	Teacher III
13	Elementary Education	TCH1-511318-2012	Furog, Elizabeth E.	Teacher I	Teacher III
14	Elementary Education	TCH1-511331-2012	Razon, Ma. Nenia F.	Teacher I	Teacher III
15	Elementary Education	TCH1-511366-2012	Sugabo, Gianena B.	Teacher I	Teacher III

16	Elementary Education	TCH1-511435-2016	Aleman, John Nino S.	Teacher I	Teacher III
17	Elementary Education	TCH1-511447-2016	Nalugon, Jerome A.	Teacher I	Teacher III
18	Elementary Education	TCH1-511504-2016	Cimene, Neizel E.	Teacher I	Teacher III
19	Elementary Education	TCH1-512697-2014	Jamil, Cheryl A.	Teacher I	Teacher III
20	Elementary Education	TCH1-512831-2014	Peros, Esmeralda A.	Teacher I	Teacher III
21	Elementary Education	TCH1-512832-2014	Becera, Adelina C.	Teacher I	Teacher III
22	Elementary Education	TCH1-512968-2015	Robles, Dorothy Vivien V.	Teacher I	Teacher III
23	Elementary Education	TCH1-512982-2015	Bulac, Dina Marie C.	Teacher I	Teacher III
24	Elementary Education	TCH1-513016-2015	Hera, Lieza L.	Teacher I	Teacher III
25	Elementary Education	TCH1-513127-2015	Paderog, Randy	Teacher I	Teacher III
26	Elementary Education	TCH1-513148-2015	Nalugon, Grace Amor L.	Teacher I	Teacher III
27	Elementary Education	TCH1-513150-2015	Makinano, Louiela G.	Teacher I	Teacher III
28	Elementary Education	TCH1-513176-2015	Tima-an, Marianne Aurora J.	Teacher I	Teacher III
29	Anoling NHS	TCH1-514380-2012	Amparo, Cecelia T.	Teacher I	Teacher III
30	Baclayon NHS	TCH1-511539-2011	Ubas, Mario Jr. S.	Teacher I	Teacher III
31	Tubigon West NHS	TCH1-510016-2013	Esto, Ariane Eve Q.	Teacher I	Teacher III
32	Calabacita NHS	TCH1-520319-1998	Abrea, Divina J.	Teacher I	Teacher III
33	Calibutan HS	TCH1-512841-2015	Orbase, Cathlen B.	Teacher I	Teacher III
34	Cangawa NHS	TCH1-512901-2015	Jacaba, Joey R.	Teacher I	Teacher III
35	Cangawa NHS	TCH1-513332-2014	Espina, Lyra Joy E.	Teacher I	Teacher III
36	Cangawa NHS	TCH1-514445-2012	Agodo, Joela B	Teacher I	Teacher III
37	Cangawa NHS	TCH1-520349-1998	Torreon, Fritzie C.	Teacher I	Teacher III
38	Canlaas HS	TCH1-512958-2015	Tamos, Marie Love P.	Teacher I	Teacher III
39	Cuaming HS	TCH1-512672-2015	Nomio, Rhea V.	Teacher I	Teacher III
40	Dauis NHS	TCH1-512935-2015	Tuazon, Janice S.	Teacher I	Teacher III
41	Guinacot NHS	TCH1-520441-1998	Pestano, Manielyn O.	Teacher I	Teacher III
42	Handumon NHS	TCH1-512861-2015	Torreon Jr., Pepe J.	Teacher I	Teacher III
43	Hinlayagan NHS	TCH1-510578-2011	Boncales, Carmen O.	Teacher I	Teacher III
44	Hinlayagan NHS	TCH1-514288-2012	Nuera, Mailyn B.	Teacher I	Teacher III
45	Kauswagan NHS-Hinlayagan Annex	TCH1-510366-2004	Bigcas, Cynthia A.	Teacher I	Teacher III
46	Kinan-oan HS	TCH1-512799-2015	Saligumba, Meyshen A.	Teacher I	Teacher III
47	Kinan-oan HS	TCH1-512801-2015	Sentillas, Maricel T.	Teacher I	Teacher III
48	Pangangan NHS	TCH1-510733-2002	Ampit, Ma. Venus R.	Teacher I	Teacher III
49	San Miguel TVHS	TCH1-510641-2012	Aranas, Divina N.	Teacher I	Teacher III
50	Sierra Bullones TVHS	TCH1-514235-2012	Toleparma, Mary Grace H.	Teacher I	Teacher III
51	Tubigon West Central HS	TCH1-513493-2014	Espejo, Melanie Marie A.	Teacher I	Teacher III
52	Cabanugan IS	TCH1-512848-2015	Suaybaguio, Analyn C.	Teacher I	Teacher III
53	Ponciano F. Ramasola Sr. HS	TCH1-512629-2015	Merico, Riza R.	Teacher I	Teacher III

The approval and implementation of the ERFs were duly verified and found to be in accordance with existing DBM/DepEd guidelines.

Attached is the Notice of Organization, Staffing and Compensation Action (NOSCA) No. 0702020-03-013 dated April 2, 2020.

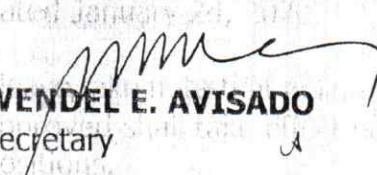
Notwithstanding the NOSCA issued, the adjusted salary grade and rate of the reclassified positions shall be in accordance with National Budget Circular No. 579 dated January 24, 2020.

Please take note that in line with CSC rules and regulations, the reclassification herein approved shall take effect not earlier than the date of appointment to the reclassified positions.

This approval is subject to the pertinent accounting and auditing rules and regulations and Civil Service requirements on personnel matters.

Please be guided accordingly.

Very truly yours,

  
**WENDEL E. AVISADO**  
Secretary

cc: The Schools Division Superintendent  
DepEd-Division of Bohol  
Tagbilaran City

The Director  
CSC Field Office  
Tagbilaran City

The School Principal

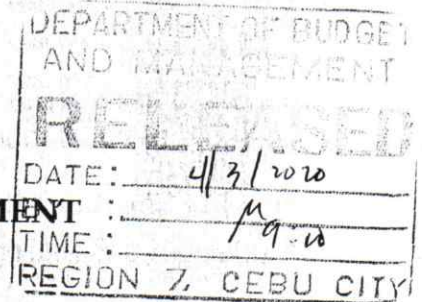
- |                     |                         |
|---------------------|-------------------------|
| 1. Baclayon NHS     | 6. Pangangan NHS        |
| 2. Tubigon West NHS | 7. San Miguel TVHS      |
| 3. Cangawa NHS      | 8. Sierra Bullones TVHS |
| 4. Guinacot NHS     |                         |
| 5. Hinlayagan NHS   |                         |

Department of Budget and Management RO VII, Sudlon, Lahug, Cebu City

Tel. Nos. 505-4418; 505-7682; 505-7633; 505-5925; 255-1064; Telefax No. 252-0522 / www.dbm.gov.ph



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
REGIONAL OFFICE NO. VII



April 2, 2020

**SALUSTIANO T. JIMENEZ**

OIC - Regional Director  
DepEd - Region VII  
Sudlon, Lahug, Cebu City

Dear **Dr. Jimenez**:

Based on the regional allocation of the lump sum appropriation of DepEd-RO VII under PAP 310400100010000, page 362 of R.A. No. 11465 (FY 2020 GAA : Volume 116, No. 1) and the evaluation of the submitted pertinent documents supporting the request, we hereby approve the implementation of the Equivalent Record Forms (ERF) of DepEd - Division of Bohol, as follows:

	<b>School</b>	<b>Plantilla Item Number</b>	<b>Name of Incumbent</b>	<b>From</b>	<b>To</b>
1	Kindergarten Education	TCH1-511726-2012	Aparicio, Charito T.	Teacher I	Teacher III
2	Kindergarten Education	TCH1-511753-2012	Pono, Juliet A.	Teacher I	Teacher III
3	Kindergarten Education	TCH1-511761-2012	Duran, Maria Florita B.	Teacher I	Teacher III
4	Kindergarten Education	TCH1-511782-2012	Bautista, Edna J.	Teacher I	Teacher III
5	Kindergarten Education	TCH1-511829-2012	Milana, Julieta A.	Teacher I	Teacher III
6	Elementary Education	TCH1-510055-2008	Villarmia, Ma. Luz B.	Teacher I	Teacher III
7	Elementary Education	TCH1-510442-2009	Viva, Eliezer M.	Teacher I	Teacher III
8	Elementary Education	TCH1-510484-2006	Monticod, Aqua Nikka C.	Teacher I	Teacher III
9	Elementary Education	TCH1-510517-2012	Ramirez, Jechyl P.	Teacher I	Teacher III
10	Elementary Education	TCH1-511254-2007	Besas, Perlita J.	Teacher I	Teacher III
11	Elementary Education	TCH1-511255-2007	Torrevillas, Tyven G.	Teacher I	Teacher III
12	Elementary Education	TCH1-511344-2012	Wamilda, Alejandra C.	Teacher I	Teacher III
13	Elementary Education	TCH1-511353-2012	Gales, Judith A.	Teacher I	Teacher III
14	Elementary Education	TCH1-511436-2016	Piezas, Carolyn B.	Teacher I	Teacher III
15	Elementary Education	TCH1-511520-2011	Rosolada, Mylene C.	Teacher I	Teacher III

16	Elementary Education	TCH1-511539-2002	Mendez, Anabel A.	Teacher I	Teacher III
17	Elementary Education	TCH1-512985-2018	Namit, Mark Alvin M.	Teacher I	Teacher III
18	Elementary Education	TCH1-520132-1998	Deloso, Myra S.	Teacher I	Teacher III
19	Elementary Education	TCH1-520137-1998	Boyles, Raymund Geronimo V.	Teacher I	Teacher III
20	Elementary Education	TCH1-521045-1998	Autentico, Maria Lina P.	Teacher I	Teacher III
21	Elementary Education	TCH1-521649-1998	Japay, Ma. Luz S.	Teacher I	Teacher III
22	Elementary Education	TCH1-526844-1998	Gonzaga, Mary Desiree T.	Teacher I	Teacher III
23	Elementary Education	TCH1-526847-1998	Mellomida, Mathesa M.	Teacher I	Teacher III
24	Aguining NHS	TCH1-510469-2009	Curiba, Lelian O.	Teacher I	Teacher III
25	Aguining NHS	TCH1-513014-2014	Boyles, Joann H.	Teacher I	Teacher III
26	Aguining NHS	TCH1-513016-2014	Misa, Mayette P.	Teacher I	Teacher III
27	Anoling NHS	TCH1-512779-2015	Gultiano, Maria Lou G.	Teacher I	Teacher III
28	Bilar NHS	TCH1-513272-2015	Macaambac, Marjorie G.	Teacher I	Teacher III
29	Bilar NHS	TCH1-513273-2014	Caunsag, Eric T.	Teacher I	Teacher III
30	Bilar NHS	TCH1-513275-2014	Baldesco, Arnie G.	Teacher I	Teacher III
31	Calape NHS	TCH1-513270-2018	Bacolod, Aurelio S.	Teacher I	Teacher III
32	Camaya-an NHS	TCH1-510044-2008	Manug, Michelle D.	Teacher I	Teacher III
33	Dimiao NHS	TCH1-513252-2014	Akiat, Genevieve D.	Teacher I	Teacher III
34	Dusita HS	TCH1-512749-2015	Dusal, Donabel G.	Teacher I	Teacher III
35	Francisco L. Adlaon HS	TCH1-510558-2006	Pajanustan, Rowena A.	Teacher I	Teacher III
36	La Hacienda NHS	TCH1-514160-2012	Lluidio, Josephine R.	Teacher I	Teacher III
37	Lonoy NHS	TCH1-513234-2015	Galia, Ma. Stephany L.	Teacher I	Teacher III
38	Mayor A.R Tuazon NSF	TCH1-510503-2006	Pasumala, Benjie D.	Teacher I	Teacher III
39	San Agustin NHS	TCH1-513047-2014	Torcende, Sherryl P.	Teacher I	Teacher III
40	San Agustin NHS	TCH1-513056-2014	Ferrer, Charis Jane	Teacher I	Teacher III
41	Rizal HS	TCH1-512616-2015	Talagsa, Jonna Mae L.	Teacher I	Teacher III
42	San Isidro NHS, San Isidro	TCH1-513008-2014	Gabaisen, Cheryl C.	Teacher I	Teacher III
43	San Miguel TVHS	TCH1-514316-2012	Dagala, Christine Joy G.	Teacher I	Teacher III
44	San Miguel TVHS	TCH1-514324-2012	Campo, Catherine G.	Teacher I	Teacher III
45	San Roque NHS, Mabini	TCH1-514214-2012	Estrada, Maricel E.	Teacher I	Teacher III
46	Sebastian A. Jala MHS	TCH1-512602-2015	Ibale, Venica Marie C.	Teacher I	Teacher III
47	Sierra Bullones TVHS	TCH1-514244-2012	Madronero, Maricel B.	Teacher I	Teacher III
48	Sierra Bullones TVHS	TCH1-514252-2012	Arbitrario, Michele L.	Teacher I	Teacher III
49	Southern Inabanga HS	TCH1-512864-2015	Samaco, Ma. Blandie M.	Teacher I	Teacher III
50	Tabalong NHS	TCH1-512930-2015	Nisnea, Marvin O.	Teacher I	Teacher III
51	Tabalong NHS	TCH1-513186-2014	Operiano, Gina P.	Teacher I	Teacher III
52	Tabalong NHS	TCH1-513187-2014	Optina, Edna C.	Teacher I	Teacher III
53	San Isidro IS, Talibon	TCH1-511277-2016	Adona, Jennifer M.	Teacher I	Teacher III

The approval and implementation of the ERFs were duly verified and found to be in accordance with existing DBM/DepEd guidelines.

Attached is the Notice of Organization, Staffing and Compensation Action (NOSCA) No. 0702020-03-011 dated April 2, 2020.

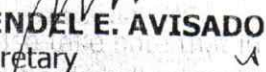
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Please be guided accordingly.

Very truly yours,

  
**WENDEL E. AVISADO**  
Secretary

cc: The Schools Division Superintendent  
DepEd-Division of Bohol  
Tagbilaran City

The Director  
CSC Field Office  
Tagbilaran City

The School Principal

- |                           |                               |                          |
|---------------------------|-------------------------------|--------------------------|
| 1. Aguinging NHS          | 6. Mayor A.R. Tuazon NSF      | 11. Sierra Bullones TVHS |
| 2. Bilal NHS              | 7. San Agustin NHS            | 12. Southern Inabanga HS |
| 3. Calape NHS             | 8. San Isidro NHS, San Isidro | 13. Tabalong NHS         |
| 4. Francisco L. Adloan HS | 9. San Miguel TVHS            |                          |
| 5. La Hacienda NHS        | 10. San Roque NHS, Mabini     |                          |



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE NO. VII

DEPARTMENT OF BUDGET AND MANAGEMENT  
**RELEASE**  
DATE: 3-11-2020  
BY: [Signature]  
TIME: 8:45  
REGION 7, CEBU C

March 3, 2020

**SALUSTIANO T. JIMENEZ**  
OIC - Regional Director  
DepEd - Region VII  
Sudlon, Lahug, Cebu City

*Mrs. Judith Agall*  
*- Take charge*

DepEd BOHOL DIVISION  
RECORDS SECTION  
**RECEIVED**  
BY: [Signature] 8:45  
DATE: 3/10/20 TIME: \_\_\_\_\_

Dear **Dr. Jimenez**:

*3/10/20*

Based on the regional allocation of the lump sum appropriation of DepEd-RO VII under PAP 310400100010000, page 362 of R.A. No. 11465 (FY 2020 GAA : Volume 116, No. 1) and the evaluation of the submitted pertinent documents supporting the request, we hereby approve the implementation of the Equivalent Record Forms (ERF) of DepEd - Division of Bohol, as follows:

School	Plantilla Item Number	Name of Incumbent	From	To
1 Kindergarten Education	TCH1-511716-2012	Prejan, Jackle Lou A.	Teacher I	Teacher III
2 Kindergarten Education	TCH1-511717-2012	Bazar, Angelie L.	Teacher I	Teacher III
3 Kindergarten Education	TCH1-511779-2012	Obeña, Fe G.	Teacher I	Teacher III
4 Kindergarten Education	TCH1-511934-2012	Paquibot, Anicel M.	Teacher I	Teacher III
5 Elementary Education	TCH2-529048-1998	Caipang, Ma. Arlene G.	Teacher II	Teacher III
6 Elementary Education	TCH1-510047-2002	Bautista, Rhea A.	Teacher I	Teacher III
7 Elementary Education	TCH1-510339-2000	Felisilda, Felipa U.	Teacher I	Teacher III
8 Elementary Education	TCH1-510340-2000	Tolesio, Lirio Georgia G.	Teacher I	Teacher III
9 Elementary Education	TCH1-510860-2007	Milana, Virgilio A. Jr.	Teacher I	Teacher III
10 Elementary Education	TCH1-510876-2007	Perocho, Joy G.	Teacher I	Teacher III
11 Elementary Education	TCH1-511265-2012	Arellano, Jasmin T.	Teacher I	Teacher III
12 Elementary Education	TCH1-511378-2012	Dangel, Amor Loydyl D.	Teacher I	Teacher III
13 Elementary Education	TCH1-511443-2012	Enoc, Maresa D.	Teacher I	Teacher III
14 Elementary Education	TCH1-511465-2016	Maylon, Nouva Fima Marie C.	Teacher I	Teacher III
15 Elementary Education	TCH1-511477-2016	Felisilda, Decemneh Lynn A.	Teacher I	Teacher III



16	Elementary Education	TCH1-512749-2014	Bantugan, Daisy D.	Teacher I	Teacher III
17	Elementary Education	TCH1-512771-2014	Montecillo, Helen O.	Teacher I	Teacher III
18	Elementary Education	TCH1-512806-2014	Sojon, Noella A.	Teacher I	Teacher III
19	Elementary Education	TCH1-513032-2015	Ochea, Marita S.	Teacher I	Teacher III
20	Elementary Education	TCH1-513136-2015	Lozano, Milky A.	Teacher I	Teacher III
21	Elementary Education	TCH1-513140-2015	Quirequire, Febreza M.	Teacher I	Teacher III
22	Elementary Education	TCH1-513142-2015	Verula, Mary Joy M.	Teacher I	Teacher III
23	Elementary Education	TCH1-520097-1998	Cuarteros, Joshua Paul O.	Teacher I	Teacher III
24	Elementary Education	TCH1-520148-1998	Manlangit, Gretchen A.	Teacher I	Teacher III
25	Elementary Education	TCH1-520203-1998	Melendres, Melanie D.	Teacher I	Teacher III
26	Elementary Education	TCH1-521067-1998	Lumapas, Stella Marris A.	Teacher I	Teacher III
27	Elementary Education	TCH1-523201-1998	Revilla, Armalin S.	Teacher I	Teacher III
28	Elementary Education	TCH1-523203-1998	Ampoloquio, Tryne C.	Teacher I	Teacher III
29	Batuan NHS	TCH2-528972-1998	Cahilog, Nena A.	Teacher II	Teacher III
30	Batuan NHS	TCH1-512959-2014	Mosqueda, Leslie Marie T.	Teacher I	Teacher III
31	Biabas Trade HS	TCH3-510112-2012	Olaco, Janet A.	Teacher III	Master Teacher I
32	Biking TVHS	TCH3-510135-2013	Ledesma, Jonas P.	Teacher III	Master Teacher I
33	Tubigon West NHS	TCH1-512899-2014	Corpus, Mary Jane P.	Teacher I	Teacher III
34	Camambugan NHS	TCH1-512981-2014	Duran, Rogelio Jr. P.	Teacher I	Teacher III
35	Candijay NHS	TCH1-513271-2014	Paña, Algerica A.	Teacher I	Teacher III
36	Candungao HS	TCH1-512845-2015	Mahinay, Rosie O.	Teacher I	Teacher III
37	Cangawa NHS	TCH1-520356-1998	Hinlayagan, Ernestina D.	Teacher I	Teacher III
38	Faraon NHS	TCH1-513227-2014	Ratilla, Cresencio C.	Teacher I	Teacher III
39	Fermin Tayabas NHS	TCH1-513267-2015	Dumanig, Maurine B.	Teacher I	Teacher III
40	Haguilanan HS	TCH1-512945-2015	Andig, Ma. Geann L.	Teacher I	Teacher III
41	Katipunan NHS	TCH1-510540-2005	Ale, Rodelyn D.	Teacher I	Teacher III
42	Katipunan NHS	TCH1-514231-2012	Torre Franca, Marie Ann Fera C.	Teacher I	Teacher III
43	Mahayag NHS	TCH1-520538-1998	Felisilda, Ailyn B.	Teacher I	Teacher III
44	Pagnitoan NHS	TCH1-513268-2015	Doysabas, Naome L.	Teacher I	Teacher III
45	Pangangan NHS	TCH1-520724-1998	Dizon, Jane T.	Teacher I	Teacher III
46	Pres. Carlos P. Garcia TVHS	TCH1-510112-2010	Autentico, Rosemarie T.	Teacher I	Teacher III
47	Quezon HS - Batuan NHS Annex	TCH1-511268-2016	Torrejano, Christian Jick	Teacher I	Teacher III
48	San Jose NHS, Iwahig	TCH1-520061-1998	Balandra, Consuelo F.	Teacher I	Teacher III

49	San Jose NHS, Talibon	TCH1-510011-2013	Del Pilar, Irish G.	Teacher I	Teacher III
50	San Jose NHS, Talibon	TCH1-514358-2012	Artajo, Celalin Q.	Teacher I	Teacher III
51	San Pascual NAHS	TCH1-510244-2011	Autor, Ruthsell B.	Teacher I	Teacher III
52	San Pascual NAHS	TCH1-510969-2007	Casile, Marsell G.	Teacher I	Teacher III
53	Sandingan NHS	TCH1-512921-2015	Culgue, Mirasol I.	Teacher I	Teacher III
54	Sevilla NHS	TCH1-512923-2014	Pinkian, Julie Mae D.	Teacher I	Teacher III
55	Taming NHS	TCH1-511109-2007	Busalanan, Ria Louela V.	Teacher I	Teacher III
56	Taming NHS	TCH1-514130-2012	Ayento, Estila G.	Teacher I	Teacher III
57	Tubigon West Central HS	TCH1-512905-2015	Blasco, Kenneth Regene B.	Teacher I	Teacher III
58	Cabanugan IS	TCH1-513150-2014	Bitol, Eva Janet Z.	Teacher I	Teacher III
59	San Roque IS	TCH1-512950-2015	Arango, Grace I.	Teacher I	Teacher III
60	Cambuyo HS	TCH1-514073-2012	Pamine, Myrna S.	Teacher I	Teacher III
61	Danahaw IS	TCH1-513105-2014	Cequina, Catherine R.	Teacher I	Teacher III

The approval and implementation of the ERFs were duly verified and found to be in accordance with existing DBM/DepEd guidelines.

Attached is the Notice of Organization, Staffing and Compensation Action (NOSCA) No. 0702020-03-001 dated March 3, 2020.

Notwithstanding the NOSCA issued, the adjusted salary grade and rate of the reclassified positions shall be in accordance with National Budget Circular No. 579 dated January 24, 2020.

Please take note that in line with CSC rules and regulations, the reclassification herein approved shall take effect not earlier than the date of appointment to the reclassified positions.

This approval is subject to the pertinent accounting and auditing rules and regulations and Civil Service requirements on personnel matters.

Please be guided accordingly.

Very truly yours,

  
**WENDEL E. AVISADO**  
Secretary

cc: The Schools Division Superintendent  
DepEd-Division of Bohol  
Tagbilaran City

The Director  
CSC Field Office  
Tagbilaran City



The School Principal

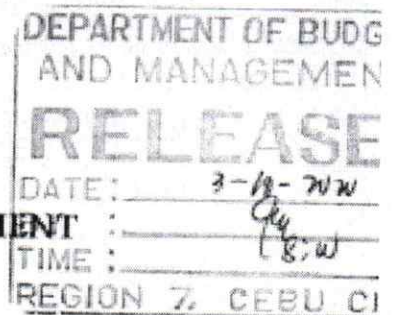
1. Batuan NHS
2. Biabas Trade HS
3. Biking TVHS
4. Tubigon West NHS
5. Camambunan NHS

6. Cangawa NHS
7. Katipunan NHS
8. Mahayag NHS
9. Panganga NHS
10. Pres. Carlos TVSFA

11. San Jose NHS, Inabanga
12. San Jose NHS, Talibon
13. San Pascual NAHS
14. Sevilla NHS



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE NO. VII



March 3, 2020

**SALUSTIANO T. JIMENEZ**

OIC - Regional Director  
DepEd - Region VII  
Sudlon, Lahug, Cebu City

Dear **Dr. Jimenez**:

Based on the regional allocation of the lump sum appropriation of DepEd-RO VII under PAP 310400100010000, page 362 of R.A. No. 11465 (FY 2020 GAA : Volume 116, No. 1) and the evaluation of the submitted pertinent documents supporting the request, we hereby approve the implementation of the Equivalents Record Forms (ERF) of DepEd - Division of Bohol, as follows:

School	Plantilla Item Number	Name of Incumbent	From	To
1 Elementary Education	TCH1-510066-2002	Tiongco, Roselyn C.	Teacher I	Teacher III
2 Elementary Education	TCH1-510084-2002	Aranton, Marieta F.	Teacher I	Teacher III
3 Elementary Education	TCH1-510134-2010	Amparo, Janice A.	Teacher I	Teacher III
4 Elementary Education	TCH1-510270-2000	Abiera, Genevieve A.	Teacher I	Teacher III
5 Elementary Education	TCH1-510335-2011	Elumbaring, Marife P.	Teacher I	Teacher III
6 Elementary Education	TCH1-510520-2012	Mar, Mary Ann S.	Teacher I	Teacher III
7 Elementary Education	TCH1-510520-2009	Tejada, Edgar A.	Teacher I	Teacher III
8 Elementary Education	TCH1-510521-2012	Torreon, Efrenia T.	Teacher I	Teacher III
9 Elementary Education	TCH1-510866-2007	Bersano, Rona D.	Teacher I	Teacher III
10 Elementary Education	TCH1-511249-2007	Nicanor, Christie T.	Teacher I	Teacher III
11 Elementary Education	TCH1-511368-2016	Jamonir, May L.	Teacher I	Teacher III
12 Elementary Education	TCH1-511471-2016	Macalarn, Marilyn B.	Teacher I	Teacher III
13 Elementary Education	TCH1-511512-2016	Macabodbod, Florianne Honeylet A.	Teacher I	Teacher III
14 Elementary Education	TCH1-511570-2016	Lawagon, Edsil C.	Teacher I	Teacher III
15 Elementary Education	TCH1-511589-2016	Vidal, Jennifer B.	Teacher I	Teacher III

16	Elementary Education	TCH1-512834-2014	Bersano, Briscela P.	Teacher I	Teacher III
17	Elementary Education	TCH1-512980-2015	Clenuar, Asuncion N.	Teacher I	Teacher III
18	Elementary Education	TCH1-513037-2015	Escaso, Menchie R.	Teacher I	Teacher III
19	Elementary Education	TCH1-513041-2015	Secotito, Irene G.	Teacher I	Teacher III
20	Elementary Education	TCH1-513109-2015	Cainoy, Renelyn A.	Teacher I	Teacher III
21	Elementary Education	TCH1-513117-2015	Orevillo, Maricor E.	Teacher I	Teacher III
22	Elementary Education	TCH1-513128-2015	Cuyno, Epifania B.	Teacher I	Teacher III
23	Elementary Education	TCH1-520121-1998	Abella, Annabelle O.	Teacher I	Teacher III
24	Elementary Education	TCH1-521273-1998	Obsiona, Victoria L.	Teacher I	Teacher III
25	Elementary Education	TCH1-523249-1998	Marangga, Charity Mae B.	Teacher I	Teacher III
26	Bantolinao NHS	TCH1-514466-2012	Moncano, Mary Ann C.	Teacher I	Teacher III
27	Camambugan NHS	TCH1-512792-2015	Amolo, Mary Janel S.	Teacher I	Teacher III
28	Candijay NHS	TCH1-512767-2015	Salas, Maria Fe B.	Teacher I	Teacher III
29	Catungawan NHS	TCH1-513274-2015	Ligtas, Zenaida O.	Teacher I	Teacher III
30	Duero NHS	TCH1-512753-2015	Cuarteros, Luz D.	Teacher I	Teacher III
31	Dusita HS	TCH1-510636-2012	Ido, Blazel C.	Teacher I	Teacher III
32	Dusita HS	TCH1-513198-2014	Taguba, Mark Gerber T.	Teacher I	Teacher III
33	Francisco Dagohoy MNHS	TCH1-513322-2014	Cepedoza, Richel S.	Teacher I	Teacher III
34	Katipunan NHS	TCH1-510539-2005	Agad, Anthony	Teacher I	Teacher III
35	Mayuga NHS	TCH1-512732-2015	Besinga, Naome S.	Teacher I	Teacher III
36	Mayuga NHS	TCH1-513232-2014	Bernal, Amelita S.	Teacher I	Teacher III
37	Mayuga NHS	TCH1-513233-2014	Alberca, Liza B.	Teacher I	Teacher III
38	Mayuga NHS	TCH1-513234-2014	Mapalo, Susan B.	Teacher I	Teacher III
39	Oy NHS	TCH1-510930-2007	Agad, Jean A.	Teacher I	Teacher III
40	Cong. Pablo Malasarte NHS	TCH1-520556-1998	Palua, Ciria L.	Teacher I	Teacher III
41	San Isidro NHS, San Isidro	TCH1-520071-1998	Tuazon, Ma. Corazon O.	Teacher I	Teacher III
42	Sevilla NHS	TCH1-510080-2010	Bagmor, Judelyn C.	Teacher I	Teacher III
43	Sevilla NHS	TCH1-514164-2012	Basbas, Jasmin T.	Teacher I	Teacher III
44	Sierra Bullones TVHS	TCH1-510553-2011	Rosalés, Rebecca B.	Teacher I	Teacher III
45	Sto. Niño HS	TCH1-512605-2015	Alegria, Jesyl E.	Teacher I	Teacher III
46	Tulang NHS	TCH1-514148-2012	Travero, Joanna L.	Teacher I	Teacher III
47	Tubigon West Central HS	TCH1-512904-2015	Loma-ad, Paulette Marcia I.	Teacher I	Teacher III
48	Dagnawan Inabanga HS	TCH1-512871-2015	Vasquez, Jeysa Mae S.	Teacher I	Teacher III
49	San Roque IS	TCH1-512953-2015	Ontong, Raquel A.	Teacher I	Teacher III
50	Danahaw IS	TCH1-513103-2014	Monton, Baltazar T.	Teacher I	Teacher III

51	Kindergarten Education	TCH1-511711-2012	Mejlas, Evelyn F.	Teacher I	Teacher III
52	Kindergarten Education	TCH1-511737-2012	Formalejo, Venus G.	Teacher I	Teacher III
53	Kindergarten Education	TCH1-511810-2012	Betos, Phebe A.	Teacher I	Teacher III

The approval and implementation of the ERFs were duly verified and found to be in accordance with existing DBM/DepEd guidelines.

Attached is the Notice of Organization, Staffing and Compensation Action (NOSCA) No. 0702020-02-045 dated March 3, 2020.

Notwithstanding the NOSCA issued, the adjusted salary grade and rate of the reclassified positions shall be in accordance with National Budget Circular No. 579 dated January 24, 2020.

Please take note that in line with CSC rules and regulations, the reclassification herein approved shall take effect not earlier than the date of appointment to the reclassified positions.

This approval is subject to the pertinent accounting and auditing rules and regulations and Civil Service requirements on personnel matters.

Please be guided accordingly.

Very truly yours,

  
**WENDEL E. AVISADO**  
 Secretary



cc: The Schools Division Superintendent  
 and DepEd-Division of Bohol  
 Tagbilaran City

The Director  
 CSC Field Office  
 Tagbilaran City

- The School Principal
1. Francisco Dagohoy MNHS
  2. Katipunan NHS
  3. San Isidro NHS, San Isidro
  4. Sevilla NHS
  5. Sierra Bullones TVHS
  6. Tulang NHS

Department of Budget and Management RO VII, Sudlon, Lahug, Cebu City  
 Tel. Nos. 505-4418; 505-7682; 505-7633; 505-5825; 256-1964; Telefax No. 253-9523 / www.dbm-ro7@dbm.gov.ph

**CHECKLIST FOR PROMOTION:**

Prepare the following supporting documents and arrange as they are numbered.

**DILI BUHOAN ANG MOSUNOD NGA MGA DOCUMENTO 3,4,5,6,7 & 10 UG RECLASS, IAPIL ANG NUMBER 20,21 & 22**

**AYAW PA NOTARYOHI ANG  
PANUNUMPA UG AYAW  
BUTANGI UG DATE ANG  
ASSUMPTION TO DUTY**

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- |   |   |                                      |
|---|---|--------------------------------------|
| 1. Personnel Selection Board                                | - | 1 copy                               |
| 2. Certification  | - | 1 copy                               |
| 3. <b>Position Description Form (PDF)</b>                   | - | <b>2 copies</b>                      |
| 4. <b>Certification of Assumption to Duty</b>               | - | <b>2 copies</b>                      |
| 5. <b>Panunumpa sa Katungkulan (Oath of Office)</b>         | - | <b>3 copies</b>                      |
| 6. <b>Work Experience Sheet (Promotion)</b>                 | - | <b>2 copies</b>                      |
| 7. <b>Personal Data Sheet (PDS)-CS Form 212</b>             | - | <b>4 copies</b>                      |
| 8. Updated Service Record                                   | - | 2 copies                             |
| 9. Last Approved Appointment                                | - | 2 certified Xerox copy               |
| 10. <b>PRC License AND Board Rating / ( CLEAR COPY )- 3</b> |   | <b>ertified clear Xerox copies</b>   |
| 11. <b>Approved Appointment of the Incumbent</b>            | - | 1 certified clear Xerox copy         |
| 12. Medical Certificate-CS Form 211                         | - | 1 copy                               |
| f. Blood type   | - | 1 orig. copy                         |
| g. CBC  | - | 1 orig. copy                         |
| h. Chest x-ray  | - | 1 orig. copy                         |
| i. Drug test  | - | 1 orig. copy                         |
| j. Urinalysis   | - | 1 orig. copy                         |
| f. Neuro Psychiatric Examination                            | - | 1 orig. copy                         |
| 11. RPMS for SY 2017-2018 & 2018-2019                       | - | 1 orig.&1certified Xerox copies each |
| 12. Transcript of Records                                   | - | 1 certified Xerox copy               |
| 13. Special Order for Graduation                            | - | 1 certified Xerox copy               |
| 14. Barangay, Police, & Court Clearances                    | - | 1 orig copy each                     |
| 15. NBI clearance   | - | 1 orig                               |
| 16. College Diploma   | - | 1 certified clear Xerox copy         |
| 17. Long White Blank Folders                                | - | 2 pcs. clear Xerox copies            |
| <b>A. FOR RECLASSIFICATION</b>                              |   |                                      |
| 18. <b>Approved ERF</b>                                     | - | <b>2 pcs.</b>                        |
| 19. <b>NOSCA</b>  | - | <b>2 pcs.</b>                        |
| 20. <b>Transmittal</b>                                      | - | <b>2 pcs.</b>                        |
| <b>B. FOR MT-1 and MT-2</b>                                 |   |                                      |
| 21. Transcript of Records Masteral Unit/Certification       | - | 2 pcs.                               |

**ATTACHED PAPER CLAMP MEDIUM SIZE (25MM)**

- |   |   |                                      |
|---|---|--------------------------------------|
| 1. Personnel Selection Board                                | - | 1 copy                               |
| 2. Certification  | - | 1 copy                               |
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| <b>B. FOR MT-1 and MT-2</b>                                 |   |                                      |
| 21. Transcript of Records Masteral Unit/Certification       | - | 2 pcs.                               |



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**DIVISION OF BOHOL**  
City of Tagbilaran

To Whom It May Concern:

This is to certify that the assignment/reinstatement/re-employment and/or promotion of Mr. /Ms. \_\_\_\_\_ to \_\_\_\_\_ in this division, has been screened by the Personnel Selection Board (PSB) as provided for in the approved DepEd Merit Selection Plan which is established pursuant to the provisions of Selection 32, Book V of Administrative Code of 1987 (Executive Order No. 292), CSC Memorandum Circular No. 3, s. 1979 as amended by CSC Memorandum Circular No.18, s. 1988 and CSC Memorandum Circular No. 38, s. 1989, as further amended by CSC Memorandum Circular No. 40, s. 1998, CSC Memorandum Circular No. 15, s. 1999 and CSC Memorandum No. 08, s. 1999 and CSC Memorandum No. 03, s. 2001.

CASIANA P. CABERTE, Ph.D., CESE  
Asst. Schools Division Superintendent  
(Chairman)

FERMIN M. ALBUTRA  
Administrative Officer V  
(Member)

\_\_\_\_\_  
Principal/Cluster Head  
(Where the vacancy exist)  
(Member)

**MARINA S. SALAMANCA**  
ASDS  
Chief Governance and Operation Division  
(Member)

Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF BOHOL**  
City of Tagbilaran

\_\_\_\_\_  
Date

### CERTIFICATION

I hereby certify that all documents submitted relative to my proposed appointment/promotion as Teacher/\_\_\_\_\_ in this Division are valid, authentic and / or certified/true/photo copy.

Further, I assumed full responsibility and accountability on its validity and authenticity. Any violation will merit corresponding sanctions against me after due process.

\_\_\_\_\_  
Printed name & Signature of Applicant

\_\_\_\_\_  
Date

### CERTIFICATION

We hereby certify that we personally check/verify the completeness, veracity, accuracy and authenticity of all documents submitted by \_\_\_\_\_ Relative to his/her appointment as Teacher in this Division.

Further, we will assume full responsibility and accountability should there be instances of discrepancies /violations which merits administrative sanctions after due process.

\_\_\_\_\_  
Printed Name & Signature of School Head

\_\_\_\_\_  
Printed Name & Signature of District Supervisor

\_\_\_\_\_  
Printed Name & Signature  
Division Personnel In-Charge of Processing

\_\_\_\_\_  
Printed Name & Signature  
Division Personnel In-Charge of Processing



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF BOHOL**  
City of Tagbilaran

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms/Mr. \_\_\_\_\_ has assumed  
the duties and responsibilities as \_\_\_\_\_ of  
\_\_\_\_\_ effective \_\_\_\_\_

This certification is issued in connection with the issuance of the appointment of  
Ms/Mr \_\_\_\_\_ as \_\_\_\_\_

Done this \_\_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_

\_\_\_\_\_  
School Head

Date: \_\_\_\_\_

Attested by:

**FERMIN M. ALBUTRA**  
Administrative Officer V

201 file  
Admin  
COA  
CSC

*For submission to CSCFO  
within 30 days from the  
date of assumption of the  
appointee*

Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF BOHOL**  
City of Tagbilaran

**OATH OF OFFICE**

I, \_\_\_\_\_ of \_\_\_\_\_  
having been appointed to the position of \_\_\_\_\_ hereby  
solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my  
present position and of all others that I may hereafter hold under the Republic of the  
Philippines; that I will bear true faith and allegiance to the same; that I will obey the  
laws, legal orders, and decrees promulgated by the duly constituted authorities of the  
Republic of the Philippines; and that I impose this obligation upon myself voluntarily,  
without mental reservation or purpose of evasion.

SO HELP ME GOD.

\_\_\_\_\_  
(Signature over Printed Name  
of the Appointee)

Government ID: \_\_\_\_\_  
ID Number : \_\_\_\_\_  
Date Issued : \_\_\_\_\_

\_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_ in \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Signature over Printed Name  
of the Appointing Officer/  
Authority/ Head of Office)



## MEDICAL CERTIFICATE

(For Employment)

### INSTRUCTIONS

- a. This medical certificate should be accomplished by a licensed government physician.
- b. Attach this certificate to original appointment, transfer and reemployment.
- c. The results of the following pre-employment medical/physical/mental examinations must be attached to this form:

- Blood Test/CBC
- Blood Type
- Urinalysis
- Chest X-Ray
- Drug Test
- Neuro-Psychiatric Examination

FOR THE PROPOSED APPOINTEE			
NAME (Last Name, First Name, Name Extension (if any) and Middle Name)			AGENCY / ADDRESS
ADDRESS			
AGE	SEX	CIVIL STATUS	PROPOSED POSITION

FOR THE LICENSED GOVERNMENT PHYSICIAN			
<i>I hereby certify that I have reviewed and evaluated the attached examination results, personally examined the above named individual and found him/her to be physically and medically <input type="checkbox"/>FIT / <input type="checkbox"/>UNFIT for employment.</i>			
SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PHYSICIAN		OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE	
AGENCY/Affiliation of Licensed Government Physician:			
LICENSE NO.	HEIGHT (M) Bare Foot	WEIGHT (KG) Stripped	BLOOD TYPE
OFFICIAL DESIGNATION	DATE EXAMINED		

## WORK EXPERIENCE SHEET

- Instructions:** 1. Include only the work experiences relevant to the position being applied to.
2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

**Sample: If applying to Supervising Administrative Officer**

- Duration: February 11, 2011 – present
- Position: Human Resource Management Officer III
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Maria Estrada
- Name of Agency/Organization and Location: Department of Human Resources, Metro Manila
- List of Accomplishments and Contributions (if any)
  - Developed recruitment plan
  - Designed training program for retirees under EO 366
- Summary of Actual Duties
  - Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.

- Duration: January 2, 2002 – February 10, 2011
- Position: Administrative Officer III
- Name of Office/Unit: Finance and Administrative Division
- Immediate Supervisor: Celia Romano
- Name of Agency/Organization and Location: Department of Finance
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Responsible in performing administrative and technical tasks e.g., pre-screening of applicants, preparation of monthly report on accession and separation, report of appointments issued, preparation of minutes of meetings of various HR committees and monitoring of trainings conducted; responds to queries and performs other related functions.

\_\_\_\_\_  
(Signature over Printed Name  
of Employee/Applicant)

Date: \_\_\_\_\_



Republic of the Philippines  
**POSITION DESCRIPTION FORM**  
**DBM-CSC Form No. 1**  
 (Revised Version No. 1 , s. 2017)

1. POSITION TITLE (as approved by authorized agency) with parenthetical title

2. ITEM NUMBER

3. SALARY GRADE

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

- Province
- City
- Municipality

- 1st Class
- 2nd Class
- 3rd Class
- 4th Class

- 5th Class
- 6th Class
- Special

5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT

6. BUREAU OR OFFICE

7. DEPARTMENT / BRANCH / DIVISION

8. WORKSTATION / PLACE OF WORK

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

*(if more than seven (7) list only by their item numbers and titles)*

POSITION TITLE

ITEM NUMBER

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify): _____		

18. WORKING CONDITION

Office Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>			

<b>21. QUALIFICATION STANDARDS</b>			
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<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>

<b>21e. Core Competencies</b>	<b>Competency Level</b>

<b>21f. Leadership Competencies</b>	<b>Competency Level</b>

<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>		<b>Competency Level</b>
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<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	

<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>
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I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

<b>Employee's Name, Date and Signature</b>	<b>Public Schools District Supervisor, Date and Signature</b>
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# PERSONAL DATA SHEET

**WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.**

**READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.**

Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only)

2. SURNAME			
FIRST NAME			NAME EXTENSION (JR., SR)
MIDDLE NAME			
3. DATE OF BIRTH (mm/dd/yyyy)			16. CITIZENSHIP
4. PLACE OF BIRTH			<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
5. SEX	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)			House/Block/Lot No. _____ Street _____
8. WEIGHT (kg)			Subdivision/Village _____ Barangay _____
9. BLOOD TYPE			City/Municipality _____ Province _____
10. GSIS ID NO.			ZIP CODE _____
11. PAG-IBIG ID NO.			18. PERMANENT ADDRESS
12. PHILHEALTH NO.			House/Block/Lot No. _____ Street _____
13. SSS NO.			Subdivision/Village _____ Barangay _____
14. TIN NO.			City/Municipality _____ Province _____
15. AGENCY EMPLOYEE NO.			ZIP CODE _____
			19. TELEPHONE NO. _____
			20. MOBILE NO. _____
			21. E-MAIL ADDRESS (if any) _____

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)			
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME				
FIRST NAME	NAME EXTENSION (JR., SR)			
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME				
SURNAME				
FIRST NAME				
MIDDLE NAME				

(Continue on separate sheet if necessary)

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY							
SECONDARY							
VOCATIONAL / TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>	<b>DATE</b>
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,

a. within the third degree?  YES  NO

b. within the fourth degree (for Local Government Unit - Career Employees)?  YES  NO

If YES, give details: \_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense?  YES  NO

If YES, give details: \_\_\_\_\_

b. Have you been criminally charged before any court?  YES  NO

If YES, give details: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Status of Case/s: \_\_\_\_\_

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?  YES  NO

If YES, give details: \_\_\_\_\_

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?  YES  NO

If YES, give details: \_\_\_\_\_

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  YES  NO

If YES, give details: \_\_\_\_\_

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?  YES  NO

If YES, give details: \_\_\_\_\_

39. Have you acquired the status of an immigrant or permanent resident of another country?  YES  NO

If YES, give details (country): \_\_\_\_\_

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group?  YES  NO

If YES, please specify: \_\_\_\_\_

b. Are you a person with disability?  YES  NO

If YES, please specify ID No: \_\_\_\_\_

c. Are you a solo parent?  YES  NO

If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.

ID picture taken within the last 6 months  
3.5 cm. X 4.5 cm  
(passport size)

With full and handwritten name tag and signature over printed name

Computer generated or photocopied picture is not acceptable

PHOTO

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
**PLEASE INDICATE ID Number and Date of Issuance**

Government Issued ID: \_\_\_\_\_

ID/License/Passport No.: \_\_\_\_\_

Date/Place of Issuance: \_\_\_\_\_

Signature (Sign inside the box)

\_\_\_\_\_

Date Accomplished

\_\_\_\_\_

Right Thumbmark

\_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

\_\_\_\_\_