



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

Office of the Schools Division Superintendent

**Division Advisory No. 085, s. 2023**  
**April 18, 2023**

**APPROVED - EQUIVALENT RECORD FORM (ERF)**

The following are the approved **Equivalent Record Form (ERF) for Reclassification of Position** as of April 17, 2023, of both Elementary and Secondary Teachers for return/ ready to claim at the Records Section, Division of Bohol. It is requested that teacher will promptly comply the following papers enclosed in a white folder and submit to this Office upon the receipt of the documents.

1. Approved ERF - 5 copies, 1 original & 4 certified true copies
2. Updated Service Record - 3 certified true copies
3. Latest Payslip - 3 certified true copies
4. Updated/Approved Plantilla - 3 certified true copies
5. Latest Appointment - 3 certified true copies

All photocopies must be duly certified at the Record Section, Division Office. Please bring along all the original copies in a separate folder except **ERF**.

NO.	DISTRICT/SCHOOL	TEACHER'S NAME	POSITION
1	Fatima NHS, Cortes	Ma. Claire Angenette P. Ligan	T1 - T3
2	Getafe 2	Janice T. Torreon	T1 - T3
3	Inabanga South	Nelma C. Cellan	T1 - T3
4	Inabanga South	Ma. Elna L. Taghoy	T1 - T3
5	Inabanga South	Meriam S. Añora	T1 - T3
6	Inabanga South	Jay Pearl M. Miel	T1 - T3
7	Pilar	Lorena D. Coquilla	T1 - T3
8	San Jose NHS, Talibon	Meshella G. Cajés	T1 - T3
9	Sierra Bullones TVHS	Annabel C. Penonia	T1 - T3

For your information and guidance. Thank you.

SDS/ADMIN/HRMO/FMA/JSA/LLA/mtb



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