



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

Office of the Schools Division Superintendent

Division Advisory No. 099, s. 2023  
May 22, 2023

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

The following are the approved **Equivalent Record Form (ERF) for Reclassification of Position** as of May 22, 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 - 2 copies, 1 original & 1 certified true copy
2. Updated Service Record - 1 certified true copy
3. Latest Payslip - 1 certified true copy
4. Updated/Approved Plantilla - 1 certified true copy
5. Latest Appointment - 1 certified true copy

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	Lourdes HS	Litille Mae D. Balagosa	T1 - T3
2	Lourdes HS	Gines D. Garsuta	T1 - T3
3	Union NHS	Shig Katherine G. Bravo	T1 - T3

For your information and guidance. Thank you.

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



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