




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
Upper Session Road Extension, Baguio City  
Tel. No.: 446-0275 Fax: (074) 442-7819



**DIVISION MEMORANDUM**

No. 393 s. 2019

TO : Public Schools District Supervisor  
Elementary and Secondary School Heads  
Elementary and Secondary Teachers

FROM :  **FEDERICO P. MARTIN, EdD, CEEd., CESO V**  
Schools Division Superintendent

SUBJECT : Approved Reclassification of Positions due to Equivalent Record Forms (ERFs)

DATE : **September 03, 2018**

A. This is to announce the implementation of the reclassification of Equivalent Record Form (ERF) of elementary and secondary teachers.

B. The following are the list of teachers with reclassified positions:

**Senior High School:**

1. Adiwang, Augustino C.

**Elementary:**

1. Basali, Adeline W.
2. Bernal, Assumpta P.
3. Capuyan, Valdazan E.
4. Catayan, Gloria A.
5. Compay, Arlene F.
6. Fianza, Jacqueline L.
7. Pecay, Arlito G.
8. Soliven, Gertrudes P.
9. Sotelo, Victor U. JR.

**Secondary:**

**Irisan National High School:**

1. Ngade, Martina S.

**Mil-An National High School:**

1. Daisa, Veronica P.
2. Macalo, Beatriz T.
3. Punasen, Pauline S.

**Roxas National High School:**

1. Milanese, Thomas Pedro M.

**Sto. Tomas National High School:**

1. Dacpano, Marisa G.

**Quezon Hill National High School:**

1. Estabillo, Hildo Y.
2. Isiguen, Rufina C.

C. Please be advised that the above-mentioned teachers should submit their papers for the processing of appointments on or before **September 16, 2019**.

**\*\*Get the forms at Division Office Personnel Section.**

1. Oath of Office
2. Position Description Form
3. SALN

**\*\*Personal Data Sheet (CSC Form 212 Revised 2017) to be downloaded at [www.csc.com](http://www.csc.com) 2 sets with recent passport size picture with nametag and signature**

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D. Strict compliance of this memorandum is enjoined.