



UNNUMBERED MEMORANDUM
OSDS-PER-UM-08-27-2024/HR

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads
All Others Concerned

FROM : **CECILE C. FERRO CESO VI**
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

SUBJECT : **ADVISORY TO DIVISION MEMORANDUM NO. 366, s. 2024
RE: ACCEPTANCE OF APPLICATION FOR EQUIVALENT
RECORD FORMS (ERF's) AND RECLASSIFICATION OF
POSITIONS FOR FY 2024**

DATE : August 27, 2024

1. Relative to Division Memorandum No. 366 s. 2024 re Acceptance of Application for Equivalent Record Forms (ERF's) And Reclassification of Positions for FY 2024.

Activities	School Principal II and III	Head Teacher I-IV	Master Teacher I-III
Document Evaluation and Interview	August 28, 2024 1:00PM-2:00PM SDO Lobby	August 28, 2024 2:00PM-3:00PM SDO Lobby	August 28, 2024 3:00PM-5:00PM SDO Lobby

2. The composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) are:

Acting Chairperson: Mary Jean S. Romero	
Members	Alternate
Eva S. Tolentino	Cherie V. Perez
Marichelle B. Llave	Roma Angelee A. Soleybar
Jose D. Bonifacio	Salvador L. Flores

3. Attached herewith are the list of Applicants for School Principal II-III, Head Teacher I-IV, Master Teacher I-III Positions.

4. This office shall adopt open ranking system and documents will be evaluated using DepEd Order No. 97 s. 2011 "Revised Guidelines on the Allocation and Reclassification of School Head Positions, DepED Order No. 7 s. 2023 "Guidelines on Recruitment, Selection, and Appointment in the Department



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of Education” and MEC 10 s. 1979 “Implementing Rules and Regulations for the System of Career Progression for Public School Teachers”.

5. Queries and/or clarifications of the applicants pertaining to the process and result of the comparative assessment shall be lodged to the HRMPSB within five (5) calendar days from the date of posting of the Comparative Assessment Result (CAR) and shall be responded by HRMPSB within three (3) to seven (7) days upon receipt of the query and /or clarification. Notwithstanding the existing query and/or clarification including any pending resolution pertaining to such the process of appointment shall proceed without delay.
6. Copy of this memorandum can be downloaded from DepEd Website at ***www.depedrovcatanduanes.com***.
7. For wide dissemination, guidance, and strict compliance.



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Position Applied For	Name of Applicant
School Principal III	Ronald Refre
	Ramon Templonuevo
School Principal II	Marino Pantaleon
Head Teacher IV -Elementary	Marites Sanchez
Head Teacher I - Elementary	Cherry San Jose
	Marilyn Soriao
	Christopher Tapas
Head Teacher II – Secondary	Romer Teves
Master Teacher I -Secondary	Ma. Lissa Yaneza
	Charis C. Dasigan
Master Teacher II -Secondary	Ricky Borja
Master Teacher III- Secondary	Ronie Tolledo



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