



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division
Capitol Area, Dumaguete City

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SGOD Office (035) 225 - 618

July 26, 2017

DIVISION MEMORANDUM

No. 384 ; s. 2017

RELEASE OF EQUIVALENT RECORD FORM DOCUMENTS

TO : Assistant Schools Division Superintendent
Division Chiefs
Division Education Program Supervisors
Public Schools District Supervisors/Districts-In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. This office calls for all applicants for Equivalent Record Form (ERF) and Reclassification / Conversion of Positions whose documents were pending at the Department of Budget and Management , Cebu City because of some deficiencies.
2. You are requested to claim the Approved ERF and Latest IPCRF at the Office of the School Governance and Operations Division. Please see the ERF Processing Officer/SEPS for Human Resource Development Section- Dr. Dan P. Alar.
3. For information, guidance, and widest dissemination.

SALUSTIANO T. JIMENEZ, CESO VI
OIC Assistant Regional Director
Concurrent Schools Division Superintendent

11/26/17

2017



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W.A.T.C.H.
We Advocate Time Consciousness and Honesty