



Republic of the Philippines

Department of Education

REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

08 Jan 2020

DIVISION MEMORANDUM

No. 016, s. 2020

**FY 2020 Reclassification of Teachers thru submission of  
Equivalent Record Form (ERF)**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. To ensure that the Division will be able to submit request for Reclassification for Fiscal Year (FY) 2020 to the Department of Budget and Management (DBM) within the 1<sup>st</sup> quarter and avoid deficiency in funds for Personnel Services (PS), the following timeline must be strictly followed:

Target Schedule/Date	Deliverables
January 13-17, 2020	Submission of ERFs to the Division Office
January 20-24, 2020	Review and Initial Evaluation of ERFs Submission of ERFs to the Regional Office (RO)
Last week of January to 2 <sup>nd</sup> week of February	Final Evaluation and Action by RO Receipt of ERFs from RO
3 <sup>rd</sup> week of February	Preparation of other documents for submission to RO and DBM
Last week of February	Submission to DBM

2. ERF must be accomplished in five copies, attached with the following documents:

- 2 copies Updated Service Record
- 2 copies Latest Approved Appointment
- 2 copies Official Transcript of Records
- If Private School attach 2 copies Sworn Statements
- Special Order # of Graduation-for Private School
- Board Resolution # of Graduation-for Public School
- Diploma/Certification of Graduation

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsavador.city@deped.gov.ph](mailto:elsavador.city@deped.gov.ph)



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## Department of Education

REGION X – NORTHERN MINDANAO

**SCHOOLS DIVISION OF EL SALVADOR CITY**

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- 2 Copies PRC License (ATM Type)/Renewal of PRC
- 2 Copies Each Latest Performance Rating (last 3 Rating Periods)
- Sworn Statement issued by Notary Public or City Mayor

*\*all photocopies must be authenticated by Administrative Officer V or designated Records Officer*

3. Only ERFs following the prescribed template (sample attached herewith) and with complete attachments shall be processed by the Division Office for submission to RO. Incomplete papers shall be returned immediately without action. ERFs received beyond the prescribed deadline may no longer be included in the request for FY 2020 Reclassification.
4. Any clarification may be addressed to the Admin-Personnel Office thru this email address: [depedelsalvador.hrmo@gmail.com](mailto:depedelsalvador.hrmo@gmail.com) or thru this mobile number: 0956 654 1822.
5. For information, guidance and compliance.

**OLGA C. ALONSABE, PhD., CESE**

Asst. Schools Division Superintendent

OIC-Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

MEMO-SUBMISSION      RECLASSIFICATION      PERSONNEL

OSDS/AMA

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 Department of Education  
 Region X  
**DIVISION OF EL SALVADOR CITY**



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**EQUIVALENT RECORD FORM**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 (Surname) (Given) (M.I.)

Emp. No.: \_\_\_\_\_ Authorized Position Title: \_\_\_\_\_

Item No.: OSEC-DECSB- \_\_\_\_\_ P.D. No. \_\_\_\_\_ Authorized Salary: \_\_\_\_\_

**I. Educational Attainment & Civil Service Eligibility:**

Title, Degrees, or Highest Grade Attained	Name of Institution	Year Received	CSC/PRC Exam	Rating	Date

**II. Service Record: ATTACHED DULY CERTIFIED SERVICE RECORD**

**III. Equivalent Units:**

	School Year	No. of Units	
A. Total Number of year/s teaching (Public Only):	_____	_____	_____
B. Degree to degree equivalent (present degrees):	_____	_____	_____
C. Areas Equivalent			
1. Professional Study	_____	_____	_____
2. Teaching Experience			
a. Public School	_____	_____	_____
b. Private School	_____	_____	_____
3. Adm. Supervisory Experience			
a. Public School	_____	_____	_____
b. Private School	_____	_____	_____
4. Others (seminars, workshop, etc.)	_____	_____	_____

**TOTAL**

LATEST EFFICIENCY RATING: Rating Period	June 2018	to	April 2019	Rating:	-
Rating Period	June 2017	to	April 2018	Rating:	-
Rating Period	June 2016	to	April 2017	Rating:	-

\_\_\_\_\_  
 Teacher's Signature

\_\_\_\_\_  
 Principal/School Head

\*\*\*\*\*NOTE: TEACHERS ARE NOT TO WRITE ANYTHING BELOW \*\*\*\*\*

**IV. Division Action**

Classification	Date Processed	Preparation Level	Salary Range	Scheduled Salary	Remarks

Certified Correct:

Recommending Approval:

**ANNA MAE M. ATILLO**  
 Human Resource Management Officer II  
 Division Processing Officer

**ALIENA S. DAJAY, Ph.D.**  
 Education Program Supervisor  
 Officer-In-Charge, Office of the ASDS

**OLGA C. ALONSABE**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

**V. DEPED Regional Office Action**

Evaluated by:

\_\_\_\_\_  
 Teacher Credentials Evaluator

Date: \_\_\_\_\_

DEPARTMENT OF EDUCATION  
 REGION X, CAGAYAN DE ORO CITY  
 POST-AUDIT OF TEACHING POSITION  
 CLASS TITLE: \_\_\_\_\_  
 SALARY GRADE: \_\_\_\_\_  
 SUBJECT TO AVAILABILITY OF AN ITEM

Approved by:

**VICTOR G. DE GRACIA, Ph.D., CESO V**  
 OIC-Office of the Assistant Regional Director

