



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

13 Oct 2023

DIVISION MEMORANDUM
No. 442, s. 2023

**SUBMISSION OF EQUIVALENT RECORD FORM (ERF) APPLICATION FOR
TEACHER II AND TEACHER III POSITIONS FOR ELEMENTARY AND
SECONDARY LEVELS**

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

1. This Office announces that submission of **Equivalent Record Form (ERF)** application for Teacher II and Teacher III positions for Elementary and Secondary levels. Deadline for submission of applications is on **December 15, 2023**.
2. Attached herewith is the complete list of documentary requirements for the application of ERF. You may also download the form thru the division website at <https://depedelsalvadorcity.net/downloadable-forms-2/> Equivalent Records Form.
3. This Office reiterates its observance of the Equal Opportunity Principle (EOP) in all steps being undertaken in its daily operations. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
4. Immediate dissemination of this Memorandum to all concerned is enjoined.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

PROMOTION EMPLOYEES RECLASSIFICATION



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 882 6326
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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ERF CHECKLIST OF REQUIREMENTS

Name: _____
 Employee No.: _____
 Exam Date: _____
 No. of Yrs in Private School: _____

District/School: _____
 PBET/LET: _____
 Rating: _____
 Covered SY: _____

- 1 copy indorsment from school signed by the School Head
- 5 copies Duly Accomplished ERF
- 2 copies Updated Service Record as of _____
- 2 copies Latest Approved Appointment
- Graduate (*duly Authenticated by School/University*)
 - If Private School attach 2 copies Sworn Statements
 - 2 copies Official Transcript of Records
 - if units earned, submit certification on number of units earned (*duly Authenticated by School/University*)
 - if MA Graduate, attach copy of Abstract and Approval Sheet

Thesis Title:

- if MA (Non-thesis), prospectus/curriculum authenticated by registrar
- Undergraduate (*duly Authenticated by School/University*)
 - 2 copies Official Transcript of Records (*duly Authenticated by School/University*)
 - 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
- 2 Copies PRC License (ATM Type)/Renewal of PRC (*duly authenticated by PRC*)
- 2 Copies Each Latest Performance Rating:
 - SY 2022-2023
 - SY 2021-2022
 - SY 2020-2021

IMPORTANT:

- For ERF for Teacher 2
at least 20 MA units, or at least 20 years continuous service
Remarks:
- For ERF for Teacher 3
MA degree, or 20 MA units + 20 years continous service
For those having less than 20 MA units
3 years continuous service = 1MA unit
Remarks:
- ALL PHOTOCOPIES MUST BE AUTHENTICATED BY
the Principal and Administrative Officer V
- Sworn Statement issued by Notary Public or Municipal Mayor

NOTE:

Note: Please submit in a white, legal-sized folder. No coverage. Use a back fold clip to bind the documents

To be filled by the receiving personnel

Action Taken:

- Indorsed to region
- For HRMO II and SDS Signature
- Returned to applicant (*state reason*)

Signature over printed name of Action Officer