



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

January 22, 2024

DIVISION MEMORANDUM

No. 012, s. 2024

SUBMISSION OF REQUESTS FOR THE APPROVAL OF EQUIVALENTS RECORD FORM (ERF)

TO: Public Schools District Supervisors
OIC – Public Schools District Supervisors
Elementary and Secondary School Principals
All Others Concerned

1. With the issuance of DepEd Regional Memorandum Number 000071, s. 2024, dated January 15, 2024, with the subject: Submission of Requests for the Approval and/or Implementation of the Approved Equivalent Record Forms (ERFs) and Reclassification of Positions for FY 2024, this office is now accepting documents for request on the approval of the **Equivalents Record Form (ERF)**.
2. Below are the positions who may apply for upgrading through ERF:
 - a. Teacher I to Teacher II or III
 - b. Teacher II to Teacher III
 - c. Head Teacher I to Head Teacher II or III (**Secondary School Department Head Only**)
 - d. Head Teacher II to Head Teacher III (**Secondary School Department Head Only**)
 - e. Head Teacher IV to Head Teacher V or VI (**Secondary School Department Head Only**)
 - f. Head Teacher V to Head Teacher VI (**Secondary School Department Head Only**)
 - g. Special Education Teacher I to Special Education II or III
 - h. Special Education Teacher II to Special Education Teacher III



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CIP 5461/21/05/1163



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3. Attached as Annex A1 are documentary requirements for the abovementioned positions.
4. The Regional Office has set its deadline for submission on March 15, 2023. To give ample time for the processing and evaluation of documents, this office is setting its deadline on **February 23, 2024**.
5. For information and guidance.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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ANNEX A1

DOCUMENTARY REQUIREMENTS FOR PROCESSING OF ERF

ALL ARE REQUIRED FOR THE MENTIONED POSITIONS:

ERF Form

Form 212 (Personal Data Sheet)

IPCRF Certification

Certification of "no pending application for promotion, reclassification or resignation".

Teacher 1 TO Teacher 2:

At least 20 MA Units

Original Transcript of Records

Certification of the units earned from the School Registrar

Special Order issued by CHED (if studied from private school)

Sworn Statement (if studied from private school)

Teacher 1 or Teacher 2 TO Teacher 3 (if MA Graduate)

Original Transcript of Records

Special Order issued by CHED (if graduated from private school)

Sworn Statement (if graduated from private school)

Teacher 1 or Teacher 2 TO Teacher 3 (if MA-CAR)

Original Transcript of Records

MA-CAR Certification from the School Registrar

Special Order issued by CHED (if graduated from private school)

Sworn Statement (if graduated from private school)

Original Certificates of Trainings/Seminars attended (150 hours)

-Preferably teaching-related trainings/seminars with "Certificate of Participation" title.

Summary of Certificates of Trainings

Head Teacher 1 TO Head Teacher 2

(Secondary School Department Head Only)

(Same requirements as Teacher 1 to Teacher 2 plus list of at least six (6) teachers being supervised under the Department/Subject Area)

Head Teacher 1 or Head Teacher 2 TO Head Teacher 3

(Secondary School Department Head Only)

(Same requirements as Teacher 1 or Teacher 2 to Teacher 3 plus list of at least six (6) teachers being supervised under the Department/Subject Area)

SPET 1 TO SPET 2

Plantilla Allocation List (PAL) signed by AO IV/HRMO & SDS

Matrix for funding requirements signed by AO IV/HRMO & SDS

Justification for the Reclassification of Position (Signed by SDS)

Updated Service Record

IPCRF (Performance rating for the last 3 consecutive years)

Duly-accomplished Evaluation Sheet by the HRMO/AO IV

Transcript of Records/Special Order

Copy of the previous appointment

PRC Certification of Good Standing

Teacher's License

Report of Board Rating

Certificates of Participation on relevant trainings attended

Certification of the Principal that the teacher has at least three (3) years experience in teaching any of the categories of children with special needs.

Certification of no pending promotion, reclassification and resignation
(signed by SDS)

SPET 1 OR SPET 2 TO SPET 3

(Same as SPET 1 to SPET 2)