



Republic of the Philippines  
**Department of Education**  
Region V  
**Schools Division Office - Sorsogon**

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ERF NEW REQUIREMENTS AS OF 05/22/21

1. Endorsement of the SDS
2. ERF Form 3copies
3. Official Transcript of Records (TOR) and Special Order and/or Certificate of graduation duly certified by the school concerned (1 Copy)
4. Sworn Statement of teacher if studied in private school (1 copy)
5. Updated Service Record (SR)
6. Certification from the school concerned regarding the 20 no. of units in MA if claiming for T-2, no more certificate of trainings.

-if claiming for T-3, Certification of Complete Academic Requirements (CAR) or Certificate that passed the Comprehensive Examination (1 copy)

7. for t-3 applicants - Original **Certificate of Participation** on trainings/seminars attended:

(Division Level duly signed by SDS, Regional Level duly signed by Regional Director, National and International)

8. Original or Certified true copy of previously approved ERF, if any
9. Original copy of Plantilla Allocation List (c/o Ms Weng HR)
10. Certification of no pending staffing modification (promotion, reclassification, resignation, etc.) issued by concerned Schools Division Superintendent thru the Division Administrative Officer IV (HRMO)
11. Certified true copy of marriage contract (this applies to married female teacher whose ERF Requirements acquired while she was still single).
12. Certification of IPCRF and attached 3consecutive years IPCRF (PART III ONLY).



#4

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

**CERTIFICATION**

I hereby certify under oath that I have actually enrolled in the school or schools listed in the accompanying transcript of records and I have actually earned the units indicated therein.

As required, the Commission on Higher Education has been furnished with Authenticated copies of the Sworn Statement and its enclosures.

\_\_\_\_\_  
Signature over Printed  
of the Applicant

SUBSCRIBED AND SWORN TO BEFORE ME this \_\_\_\_\_ day of  
\_\_\_\_\_ 20\_\_\_\_\_, affiant exhibiting his/her ID No.  
\_\_\_\_\_ issued at \_\_\_\_\_ on  
\_\_\_\_\_

\_\_\_\_\_  
(Person Administering Oath)

Reference:  
Dept. Order No. 12, s.1962



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**CERTIFICATION**

To Whom It May Concern:

This is to certify that according to the records in this office  
\_\_\_\_\_, a Regular/Permanent \_\_\_\_\_ of  
(name) (position)  
\_\_\_\_\_, \_\_\_\_\_, this Division obtained  
(name of school) (address)  
the following Performance Rating/IPCRF for the School Year indicated below:

<u>School Year</u>	<u>Final Rating</u>	<u>Adjective Rating</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

This certification is issued in connection with his/her request this  
\_\_\_\_\_ day of \_\_\_\_\_ at Balogo, Sorsogon City.

**GIDEON KARL L. GREFALDA**  
Administrative Officer IV

