



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

February 07, 2025

DIVISION MEMORANDUM

No. 40, s. 2025

**SUBMISSION OF REQUESTS FOR THE APPROVAL AND/OR IMPLEMENTATION
OF THE APPROVED EQUIVALENT RECORD FORMS (ERF)**

TO: Assistant Schools Division Superintendent
SGOD/CID Chiefs
Public School District Supervisors
OIC-Public Schools District Supervisors
Concerned Elementary and Secondary School Administrators
All Others Concerned

1. With the issuance of DepEd Regional Memorandum No. 00146 s. 2025 dated January 28, 2025, Re: *Submission of requests for the approval and/or implementation of the approved Equivalent Record Forms (ERF's) and Reclassification of Positions for FY 2025*, this Office shall commence acceptance of pertinent documents on request for approval of **EQUIVALENT RECORD FORM (ERF)** for the 1st Batch of applicants for Fiscal Year 2025.
2. As stipulated in Department of Budget and Management (DMB) Manual in Position Classification and Compensation, the positions covered as well as the basis of classification of positions are as follows:
 - a. Teacher I to Teacher II or Teacher III
 - b. Teacher II to Teacher III
Head Teacher I to Head Teacher II of Head Teacher III (Secondary Department Head only.)
 - c. Head Teacher II to Head Teacher III (Secondary Department Head only)
 - d. Head Teacher IV to Head Teacher V or Head Teacher VI (Secondary Department Head only.)
 - e. Head Teacher V to Head Teacher VI (Secondary Department Head only.)



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- f. Special Education Teacher I to Special Education II or III
 - g. Special Education Teacher II to Special Education III
3. To ensure uniformity and completeness of all required documents, the folders for ERF shall be checked first by the Administrative Officer/Assistant/Clerk in the school before forwarding the documents to the Division Office – Personnel Unit. Please refer to the following updated documentary requirements enclosed as **Annex A: ERF Processing Form** and **Annex B: Special Education Teacher Processing Sheet**, respectively.
 4. The deadline of submission of complete and checked documents to the Division Office is set on **February 14, 2025, 3:00 pm**, for initial evaluation before its submission to the Regional Office on February 20, 2025. Late documents shall be included and processed next batch.
 5. For information, guidance and strict compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education
 Region V

Schools Division Office - Sorsogon (Province)

EQUIVALENT RECORD FORM PROCESSING SHEET

Name: _____

Division/School: _____

Authorized Position Title: _____

Item Number: _____

Contact No: _____

IO: _____

Date Received: _____

CRITERIA		QUALIFICATION OF CANDIDATE
FOR TEACHER II & HT II POSITION		
1	At least 20 units in MA (trainings not required)	
2	Combination of units earned in MA and seminars attended SAMPLE ILLUSTRATION: 18units + 50hrs trainings = T-II , or 9 units+275hrs of trainings= T-II ((25hrs=1unit))	
3	Has obtained at least Very Satisfactory performance rating in the last rating period	
FOR TEACHER III & HT III POSITION		
1	Master's Degree in Education -- MA Graduate (seminars/trainings not required)	
2	CAR + 150 hours in seminars/trainings attended (Division , Regional, National and International)	
3	Has obtained at least Very Satisfactory performance rating in the last 3 yrs. rating period	

DOCUMENTARY REQUIREMENTS

NO.	Name of Required Documents	Available (/) Not Available (x)	Remarks
1	Endorsement of the SDS		
2	Certification of no pending staffing modification (promotion, reclassification, resignation, etc.) issued by the concerned Schools Division Superintendent thru the Division Administrative Officer IV (HRMO)		
3	Pre-evaluated Equivalent Record Form (ERF) by SDO (3 copies)		
4	Certification IPCRF (to be sign by HRMO/AO IV)		
5	Sworn Statement of teacher if studied in private school (1 copy) duly notarized by Public Attorney		
6	Official Transcript of Records and Special Order and/or certificate of graduation duly certified by the school concerned (1 copy)		
7	Certification from the school concerned regarding the no. of units for graduation in MA if claiming for TII & TIII or Certification of Complete Academic Requirements (CAR) or Cert. that passed the Comprehensive Examination (1 copy)		
8	Updated Service Record (1 copy)		
9	Original Certificates of Participation on trainings/seminars attended (International , National, Regional & Division Level)		
10	Original or certified true copy of previously approved ERF , if any		
11	Original copy of PLANTILLA ALLOCATION LIST		c/o Weng/HR
12	Original or Authenticated Photocopy of Performance rating in the last 3 years rating period (IPCRF PART III only) (orig. or authenticated)		
13	Personal Data Sheet (PDS)		
14	Certified true copy of marriage contract (this applies to married female teacher whose ERF has been approved while she was still single).		
Additional Requirements for Head Teacher Position: existing Secondary Dept. Head			
A.1	List of teachers to be supervised with the corresponding item number (noted by School Head, Approved by SDS)		

Evaluated by:

Reviewed by:

ROWENA D. NUQUI
 Administrative Assistant III
 Personnel Section
 Date: _____

ALLANA ERICA D. CORTES
 Administrative Officer IV - HRMO
 Personnel Section
 Date: _____



Republic of the Philippines
Department of Education
 Region V

Schools Division Office of Sorsogon (Province)

SPECIAL EDUCATION TEACHER POSITION PROCESSING SHEET

Name: _____
 Division/School: _____ Contact No: _____
 Authorized Position Title: _____ To: _____
 Item Number: _____ Date: _____

BASIC REQUIREMENTS		QUALIFICATION OF CANDIDATE
Education	Bachelor's degree in Education with a minimum: SPET I -18 units in SPED at the graduate level SPET II - 38 units in SPED at the graduate level SPET III - MA in SPED or its equivalent	
Experience	3 years' experience in providing educational services to children with special needs	
Eligibility	RA 1080 (Teacher)	
Trainings	relevant trainings	
Performance rating	Very Satisfactory for the last 3 years signed by the Principal	

DOCUMENTARY REQUIREMENTS

NO.	REQUIRED DOCUMENTS	Available (/) Not Available (x)	REMARKS
1	Plantilla Allocation List (PAL)		C/O WENG/HR
2	Matrix for funding requirements		C/O WENG/HR
3	Justification for the Reclassification of Position		
4	Updated Service Record		
5	IPCRF (Performance rating for the last 3 years)		
6	Duly-accomplished Evaluation Sheet by the HRMO/AO		
7	Transcript of Records/S.O		
8	Copy of the previous appointment		
9	PRC Certification of Good Standing		
10	Teacher's License		
11	Report of Board Rating		
12	Certificates of Participation on relevant trainings attended		
13	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		
14	Certification of no pending staffing modification (promotion, reclassification, resignation, etc.) issued by the concerned Schools Division Superintendent thru the Division Administrative Officer IV		

Findings/Recommendations:

Evaluated by:

ROWENA D. NUQUI
 Administrative Assistant III
 Personnel Section

Date: _____

Reviewed
 by:

ALLANA ERICA D. CORTES
 Administrative Officer IV - HRMO
 Personnel Section

Date: _____