



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

February 10, 2023

DIVISION MEMORANDUM

No. 03, s. 2023

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 an unnumbered Memorandum from the DepEd Regional Office dated February 1, 2023, 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 2023, this office is now accepting documents for request on the approval of the Equivalents Record Form (ERF).
2. Below are the list of positions who may apply for upgrading of positions 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



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph




CIP 5461/21/05/1163



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Region V
SCHOOLS DIVISION OF SORSOGON

3. Attached as Annex A1 and Annex A2 are the criteria and documentary requirements for the abovementioned positions.
4. The Regional Office has set its deadline for submission on March 31, 2023. To give ample time for the processing and evaluation of documents, this office is setting its deadline on **March 1, 2023**.
5. For information and guidance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education
 Region V
 Schools Division of Sorsogon (Province)
PROCESSING SHEET - EQUIVALENT RECORD FORM

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

CRITERIA		QUALIFICATION OF CANDIDATE
FOR TEACHER II & HT II POSITION		
1	At least 20 units in MA	
2	Combination of units earned in MA and seminars attended	
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	
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 rating period (w/ Certification & ipcrf part iii only (orig. or authenticated))	

DOCUMENTARY REQUIREMENTS

NO.	Name of Required Documents	Available (/) Not Available (x)	Remarks
1	Endorsement of the SDS		website: depedsorsogon.com.ph
2	Pre-evaluated Equivalent Record Form (ERF) by SDO (3 copies)		website: depedsorsogon.com.ph
3	Official Transcript of Records 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)		website: depedsorsogon.com.ph
5	Updated Service Record (1 copy)		
6	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)		
7	Original Certificates of Participation on trainings/seminars attended (International, National, Regional & Division Level)		
2.1E+14	Original or certified true copy of previously approved ERF, if any		
	Original copy of PLANTILLA ALLOCATION LIST		c/o Weng/HR
10	Certification of no pending staffing modification (promotion, reclassification, resignation, etc.) issued by the concerned Schools Division Superintendent thru the Division Administrative Officer IV (HRMO)		website: depedsorsogon.com.ph
11	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:			
	List of teachers to be supervised with the corresponding item number		

Evaluated by:

ROWENA D. NUQUI
 Administrative Assistant III
 Personnel Section

Date: _____

Reviewed by:

GIDEON KARL L. GREFALDA
 Administrative Officer IV
 Personnel Section

Date: _____



Republic of the Philippines
Department of Education
 REGION V - BICOL

PROCESSING SHEET
RECLASSIFICATION TO SPECIAL EDUCATION TEACHER POSITION

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

BASIC REQUIREMENTS		QUALIFICATION OF CANDIDATE
Education	Bachelor's degree in Education with 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 education 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) signed by AO IV/HRMO & SDS		c/o HRMO
2	Matrix for funding requirements signed by AO IV/HRMO & SDS		c/o HRMO
3	Justification for the Reclassification of Position (Signed by SDS)		
4	Updated Service Record		
5	IPCRF (Performance rating for the last 3 consecutive years)		
10	Duly-accomplished Evaluation Sheet by the HRMO/AO IV		C/O HRMO
12	Transcript of Records/Special Order		
13	Copy of the previous appointment		
14	PRC Certification of Good Standing		
15	Teacher's License		
16	Report of Board Rating		
17	Certificates of Participation on relevant trainings attended		
18	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.		
19	Certification of no pending promotion, reclassification and resignation (signed by SDS)		website:depedsorsogon.com.ph

Findings/Recommendations:

Evaluated by:

ROWENA D. NUQUI
 Administrative Assistant III
 Personnel Section

Date: _____

Reviewed by:

GIDEON KARL L. GREFALDA
 Administrative Officer IV
 Personnel Section

Date: _____