



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

August 25, 2025

DIVISION MEMORANDUM

No. 173, s. 2023

SUBMISSION OF REQUESTS FOR THE APPROVAL OF EQUIVALENTS RECORD FORM (ERF) (3RD BATCH)

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

1. With the issuance of Regional Memorandum No. 392, s. 2023, with the subject: Submission of 3rd Batch Requests for the Approval / Implementation of Equivalent Record Forms (ERFs) and Reclassification of Positions for FY 2023, this office is again accepting documents for request on the approval of the Equivalent 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



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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 September 12, 2023. To give ample time for the processing and evaluation of documents, this office is setting its deadline on **September 5, 2023**. It is understood that no documents will be accepted after the deadline.
5. For information and guidance.

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Schools Division Superintendent



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