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

ADVISORY
(March 13, 2025)

EXTENSION OF SUBMISSION OF REQUESTS FOR THE APPROVAL AND/OR IMPLEMENTATION OF THE APPROVED EQUIVALENT RECORDS FORM (ERF)
(per Division Memorandum 46 s.2025)

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. Pursuant to Division Memorandum No. 46 s. 2025, reiterating 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*, The Office issues this advisory **to extend the submission of ERF applications** for the 1st batch of applicants for Fiscal Year 2025.
2. 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.
3. The acceptance of complete and checked documents to the Division Office shall commence tomorrow, **March 14, 2025** with deadline of submission set on **March 20, 2025, 12:00 noon**, for initial evaluation before its submission to the Regional Office on March 25, 2025. Late documents shall be included and processed in the next batch.
4. For information, guidance and strict compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent