



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

June 15, 2023

DIVISIONAL MEMORANDUM

No. 172, s. 2023

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 275, S. 2023
(Equivalents Record Form (ERFs) and Other Documentary Requirements for
Reclassification)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary and Secondary School Heads
All other Concerned
This Division

1. For information, guidance and compliance, this Office disseminates the enclosed Regional Memorandum No. 275, s. 2023 re: Equivalents Record Form (ERFs) and Other Documentary Requirements for Reclassification, stipulating certain provisions to be followed and hereby directed to adopt the prescribed ERF template.
2. The following checklists of documentary requirements for the reclassification of positions are likewise enclosed for reference.
3. Immediate dissemination of this Memorandum is desired.

NIMFA R. LAGO, CESO VI
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

DIVISION OFFICE

FORMS

RULES AND REGULATIONS

QUALIFICATIONS

REQUIREMENTS

AJS/DM – ERF and Other Documentary Requirements for Reclassification
/June 15, 2023



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Our **LEARNERS**: *The Diamonds of the Fortress.*

ASENSO OZAMIZ!



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO



May 04, 2023

REGIONAL MEMORANDUM
 No. 225, s. 2023

EQUIVALENTS RECORD FORM (ERFs) AND OTHER DOCUMENTARY REQUIREMENTS FOR RECLASSIFICATION

To: Assistant Regional Director
 Schools Division Superintendents
 Assistant Schools Division Superintendents
 RO Chiefs
 All Others Concerned

1. To ensure uniformity in the submitted Equivalents Record Form (ERF) and save time from stamping names of personnel who will act on these forms, all Schools Division Offices (SDOs) are hereby directed to adopt the prescribed ERF template, attached as Annex "A". The following checklists of documentary requirements for the reclassification of positions are likewise enclosed for reference.
 - a. Annex "B" – Checklist of Requirements for ERF (*Teacher II/Teacher III*)
 - b. Annex "C" – Checklist of Requirement for ERF (*SpEd Teacher*)
 - c. Annex "D" – Documentary Requirements for Reclassification to Master Teacher I/II positions
 - d. Annex "E" – Documentary Requirements for Reclassification to Head Teacher and/or Principal positions
2. The SDOs are expected to thoroughly review and evaluate the ERFs and other applications for reclassification before recommending the same to the Regional Office.
3. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. This Office directs the immediate dissemination and strict compliance of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
 Regional Director ✓

ATCH.: As stated
 Reference: Chapter 6 of DBM Manual of Position Classification and Compensation, DECS Order 57, s. 1997, DECS Order 5, s. 1998 and DepEd Order No. 97, s. 2011
 To be indicated in the Perpetual Index under the following subjects:

FORMS QUALIFICATIONS REQUIREMENTS

RE: ERF and other documentary requirements for reclassification



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 Department of Education Region 10
 region10@deped.gov.ph
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EQUIVALENT RECORD FORM

Name: _____ Date of Birth: _____
(Surname) (Given) (M.I.)

Emp. No.: _____ Authorized Position Title: _____

Item No.: OSEC-DECSB- _____ P.D. No. _____ Authorized Salary: _____

I. Educational Attainment & Civil Service Eligibility:

Title, Degrees, or Highest Grade Attained	Name of Institution	Year Received	CSC/PRC Exam	Rating	Date

II. Service Record: ATTACHED DULY CERTIFIED SERVICE RECORD

III. Equivalent Units:

A. Total Number of year/s teaching (Public Only):	_____	_____	_____
B. Degree to degree equivalent (present degrees):	_____	_____	_____
C. Areas Equivalent	School Year	No. of Units	_____
1. Professional Study	_____	_____	_____
2. Teaching Experience	_____	_____	_____
a. Public School	_____	_____	_____
b. Private School	_____	_____	_____
3. Adm. Supervisory Experience	_____	_____	_____
a. Public School	_____	_____	_____
b. Private School	_____	_____	_____
4. Others (seminars, workshop, etc.)	_____	_____	_____
TOTAL	_____	_____	_____

LATEST EFFICIENCY RATING: Rating Period:	SY 2019 to 2020	Rating:	-
Rating Period:	SY 2020 to 2021	Rating:	-
Rating Period:	SY 2021 to 2022	Rating:	-

Signature over printed name of Teacher

Signature over printed name of School Head

*****NOTE: TEACHERS ARE NOT TO WRITE ANYTHING BELOW *****

IV. Division Action

Classification	Date Processed	Preparation Level	Salary Range	Scheduled Salary	Remarks

Certified Correct: _____

Recommending Approval: _____

SIGNATURE OVER PRINTED NAME
Position
Division Processing Officer

SIGNATURE OVER PRINTED NAME OF AO V
Administrative Officer V, Administrative Section

SIGNATURE OVER PRINTED NAME OF SD:
Schools Division Superintendent

V. DEPED Regional Office Action

Evaluated by:

MA. DIVINA GRACIA M. ZAMUCO
Teacher Credentials Evaluator II

Date: _____

Approved by:

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

DEPARTMENT OF EDUCATION
REGION X, CAGAYAN DE ORO CITY
POST-AUDIT OF TEACHING POSITION
CLASS TITLE: _____
SALARY GRADE: _____
SUBJECT TO AVAILABILITY OF AN ITEM

ERF CHECKLIST OF REQUIREMENTS

Name: _____ District/School: _____
 Employee No.: _____ PBET/LET: _____
 Exam Date: _____ Rating: _____
 No. of Yrs in Private School: _____ Covered SY: _____

- 1 copy indorsment from school signed by the School Head
- 3 copies of Duly Accomplished ERF (RO, SDO and Teacher/Employee)
- 1 copy of Updated Service Record as of _____
- 1 copy of Latest Approved Appointment
- Graduate (*duly Authenticated by School/University*)
 - If Private School attach 1 copy of Sworn Statement
 - 1 copy of Official Transcript of Records
 - if units earned, submit certification on number of units earned (*duly Authenticated by School/University*)
 - if MA Graduate, attach copy of Special Order # of Graduation-for Private School or Board Resolution # of Graduation-for Public School
- Thesis Title:
 - if MA (Non-thesis), prospectus/curriculum authenticated by registrar
 - Undergraduate (*duly Authenticated by School/University*)
 - 1 copy of Official Transcript of Records (*duly Authenticated by School/University*)
 - if Private School, attach 1 copy of Sworn Statement
 - Special Order # of Graduation-for Private School
 - Board Resolution # of Graduation-for Public School
 - Diploma/Certification of Graduation
 - 1 Copy of PRC License (ATM Type)/Renewal of PRC (*duly authenticated by PRC*)
 - 1 Copy each of Latest Performance Rating:
 - SY 2021-2022
 - SY 2020-2021
 - SY 2019-2020

IMPORTANT:

- For ERF for Teacher 2
at least 20 MA units, or at least 20 years continuous service
Remarks:
 - For ERF for Teacher 3
MA degree, or 20 MA units + 20 years continous service
For those having less than 20 MA units
3 years continous service = 1MA unit
must total to atleast 42 MA units
Remarks:
 - ALL PHOTOCOPIES MUST BE AUTHENTICATED BY
the Issuing Office or the Principal or Administrative Officer V, whichever is applicable
 - Sworn Statement administered by Notary Public, Barangay Captain or Mayor
- NOTE:



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO

DOCUMENTARY REQUIREMENTS FOR RECLASSIFICATION

POSITION TITLE	BASIC REQUIREMENTS			ADDITIONAL REQUIREMENT	DOCUMENTARY REQUIREMENTS	REFERENCE
	EDUCATION	EXPERIENCE	PERFORMANCE RATING			
Master Teacher I	Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers	At least 3 years teaching experience	Performance Rating must be at least Very Satisfactory (3.500-4.499)	A) At least 25 points in leadership, potential and accomplishments OR B) Has been a demonstration teacher on the school/district level plus 15 points in leadership and potential	a) Duly Accomplished Form 212 (Personal Data Sheet); b) Certified, Authenticated and Verified (CAV) Transcript of Records; c) Performance Rating Sheet for the last three (3) consecutive years; d) Service Records, e) Certificates/Proofs of Outstanding Accomplishment; f) Omnibus Sworn Statement that all documents submitted are true and correct duly signed by the applicant, duly sworn to by a lawyer (2 original copies)	DepED Order No. 57, s. 1997
Master Teacher II	Bachelor's degree for teachers or equivalent as provided in Magna Carta for Teachers, plus Completion of Academic Requirements (CAR) for M.A.	Master Teacher I for at least 1 year	Performance Rating as Master Teacher I must be at least Very Satisfactory (3.500-4.499)	A) At least 30 points in leadership, potential and accomplishments OR B) Has been a demonstration teacher on the division level plus 20 points in leadership and potential		
Master Teacher III	M.A. in Education or equivalent	Master Teacher II for at least 1 year	Performance Rating as Master Teacher II must be at least Very Satisfactory (3.500-4.499)	At least 45 points in leadership, potential and accomplishments		
Master Teacher IV	At least M.A. in Education, MAT, or M.Ed.	Master Teacher III for at least 1 year	Performance Rating as Master Teacher III must be at least Outstanding (4.500-5.000)	At least 60 points in leadership, potential and accomplishments		

To be attached by HRMO w/ 3 copies of PAL for implementation

1. Ranklist
- 2.a If Elem, certification that total MT positions did not exceed the 10% of total teaching positions in Elem; supported with breakdown inventory of teaching positions, signed by the SDS
- 2.b. If Secondary, certification as to number of teachers in the school plantilla handling the same subject area/specialization preferably with the list of names and item numbers of teachers counted in the certification; 1MT only per subject area, signed by the SDS
3. Position Description Form (PDF) for Master Teacher