



24 JAN 2017

DIVISION MEMORANDUM
No. 50 s. 2017

**APPROVAL OF EQUIVALENT RATING FORM (ERF)
IN THE DIVISION OFFICE**

To: Assistant Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators
District Supervisors/OIC's
Public Elementary and Secondary School Administrators

1. The field is hereby informed, effective January, 2017, the initial processing, evaluation and approval of the application for Equivalent Record Form (ERF) is now transferred from the Regional Office to the Schools Division Office. The approved ERF is a requirement to support the application for reclassification of a present position to the next higher position.

2. In line with this, the following shall be observed:

a. All required documents for upgrading/reclassification shall be placed in blue folder.

b. The following personnel are assigned to screen/evaluate and recommend for its approval:

Processes	Primary Processor	Alternate Processor
Initial Screening	Ms. Rebecca Coyoca	Ms. Michelle Buot
Final Evaluation / Assessment of documents	Dr. Pamela A. Rodemio	Mr. Norman Blanco
Recommending Approval	Mr. Roseller N. Gelig	-none-

c. For T-II and T-III applicant, rank list is not a requirement. The applicant's educational qualification, evidence of professional growth, performance rating and experience are the basis of the evaluation. Applicants who meet the requirement below may apply for reclassification:

For T-II

- 3 years teaching experience plus 20 MA units
- 9 years teaching experience plus 18 MA units
- 20 years teaching experience without MA units

For T-III

- 3 years or more teaching experience plus Completed Academic Requirements (MA) or MA units
 - 20 years teaching experience plus 20 or more units in MA
3. Copies of the new ERF Format as well as the Checklist of Requirements are attached herewith.
4. Immediate and wide dissemination of this memorandum is desired.


RHEA MARIA ANGTUD, ED.D., CESO VI
Schools Division Superintendent

DIVISION OF CEBU PROVINCE
EQUIVALENT RECORD FORM

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

Employee No.: _____ Current Position Title: _____
 Item No.: _____ N.U.C. No.: _____ Authorized Monthly Salary: _____

I. EDUCATIONAL ATTAINMENT & SERVICE ELIGIBILITY:

UNITS DEGRESS OR HIGHEST GRADE ATTAINED	NAME OF INSTITUTION	YEAR RECEIVED	CIVIL SERVICE EXAMINATION	RATING	DATE

II. SERVICE RECORDS: Attached duly certified service record:

III. EQUIVALENT UNITS:

- Total no. Of years teaching (Public only) _____ Equivalent _____
- Degree or Degree Equivalent (Present Degree) _____ Equivalent _____
- Area of Equivalent _____

	SCHOOL YEAR	NO. OF UNITS	DESCRIPTION
1. Professional Study			
2. Teaching Experience			
a. Public School			
b. Private School			
3. Admin. & Supervisory Experience			
a. Public School			
b. Private School			
c. Other (Seminar, Workshop, etc.)	<i>Please see separate sheets</i>		
TOTAL: _____			

LATEST EFFICIENCY RATING: _____

NOTE: Teachers Do Not Write Below

 Teacher Signature

VI. DIVISION ACTION:

CLASSIFICATION	DATE PROCESSED	RANGE ASSIGNMENT	SALARY GRADE	SCHEDULED SALARY	REMARKS

PROCESSED BY:

REVIEWED BY:

RECOMMENDING APPROVAL:

REBECCA A. COYOCA/MICHELLE P. BUOT
 Division Processing Team

PAMELA A. RODEMIO/NORMAN BLANCO
 Reviewing Team

ROSELLER N. GELIG, CESO VI
 Assistant Schools Division
 Superintendent

APPROVED BY:


RHEA MAR A. ANGTUD, Ed.D., CESO VI
 Schools Division Superintendent

DepEd Cebu Province
Equivalent Record Form (ERF) for
Master Teacher 1

Name: _____

Position Applied: _____

Division: _____

- _____ 
- _____ Duly accomplished ERF - *6 copies*
- _____ For MT-1 (*must be at least C.A.R. or M.A. degree*)
- _____ Certification from School Registrar CAR/Graduate (Original copy)
- _____ TOR with Certification, Authentication & Verification (CAV) indicate CAR/Graduate from *CHED if private / SCHOOL if public (original copy)*
- _____ TOR undergrad certified true copy
- _____ Updated Service Record (*3 original copies*)
- _____ Performance rating for the last 3 school years (Certified photocopy signed by the Admin. Officer, District Supervisor, School Head (*3 copies /Sem.*))
- _____ Certificate that applicant is actually teaching with a regular teaching load supported by a class program
- _____ Certificate as a demonstration teacher (District Level) for the last 3 school years
- _____ Certificates of trainings, seminars, workshop, awards not previously credited (certified true copies)
- _____ Division Rank List signed by SDS (certified true copy)
- _____ Certification/Justification on the Status of higher rank teachers per Master Teacher's Rank List – certified correct by ASDS – Roseller N. Gelig
- _____ Organizational Chart with item numbers certified correct by ASDS – Roseller N. Gelig
- _____ Duly accomplished CSC Form 212 (Personal Data Sheet) *3 original copies*
- _____ Latest approved appointment (*3 certified true copies*)
- _____ Latest payslip or payroll (*1 certified true copy*)
- _____ Latest Plantilla (*1 certified true copy*)
- _____ Certification that the incumbent of the position to be reclassified is qualified to occupy the new position c/o Division Office
- _____ **Sworn Statement that all documents submitted are true and correct** with documentary stamp (*1 original copy*)
- _____ Computation worksheet for MT positions Elementary Level / Secondary Level - c/o Div. Office
- _____ Certification on the number of teachers per position from Teacher 1 to Master Teacher 2 – certified correct by ASDS – Roseller N. Gelig
- _____ Must be TIII per DECS Order No.54, s.1993
- _____ Yellow Folder
- _____ **Photocopies must be certified true copy by School Head/Admin Officer**

Checked by:


Reviewed by:

DepEd Cebu Province
Equivalent Record Form (ERF) for
Master Teacher 2

Name: _____

Position Applied: _____

Division: _____

- _____ 
- _____ Duly accomplished ERF (6 copies)
- _____ Must be at least C.A.R. or M.A. degree.
- _____ Certification from School Registrar CAR/Graduate (Original copy)
- _____ TOR with Certification, Authentication & Verification (CAV) indicate CAR/Graduate from
CHED if private / SCHOOL if public (original copy)
- _____ TOR undergrad certified true copy
- _____ Updated Service Record (3 original copies)
- _____ Performance rating for the last 3 school years (Certified photocopy signed by the Admin.
Officer, District Supervisor, School Head (3 copies /Sem.)
- _____ Certificate that applicant is actually teaching with a regular teaching load supported by a class
program
- _____ Certificate as a demonstration teacher for the last two (2) years
- _____ Certificates of trainings, seminars, workshop, awards not previously credited (certified true
copies)
- _____ Division rank list signed by SDS (certified true copy)
- _____ Certification/Justification on the Status of higher rank teachers per Master Teacher's Rank List
– certified correct by ASDS – Roseller N. Gelig
- _____ Organizational chart with item numbers certified correct by ASDS – Roseller N. Gelig
- _____ Duly accomplished CS Form 212 (Personal Data Sheet) 3 original copies
- _____ Latest approved appointment (3 certified true copies)
- _____ Latest payslip or payroll (1 certified true copy)
- _____ Latest Plantilla (whole Plantilla if Secondary) 1 certified true copy
- _____ Certification that the incumbent of the position to be reclassified is qualified to occupy
the new position
- _____ **Sworn Statement that all documents submitted are true and correct** with documentary
stamp (1 original copy)
- _____ Computation worksheet for MT positions Elementary Level / Secondary Level-c/o Div. Office
- _____ Certification on the number of teachers per position from Teacher 1 to Master Teacher 2 –
certified correct by ASDS – Roseller N. Gelig
- _____ Must be MT1 per DECS Order No.54, s. 1993
- _____ Yellow Folder

Checked by:

Reviewed by:


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DepEd Cebu Province
Requirements: Equivalent Record Form (ERF)
For Teacher 2

NAME: _____

POSITION: _____

DIVISION: _____

_____ 
_____ Duly accomplished ERF (6copies)

_____ At least 3 years or more teaching experience

_____ Plus 20 or more units in MA or

_____ 9 years teaching experience plus 18 MA units

_____ 20 years teaching experience even without MA units

_____ Original copy of certification from school Registrar for MA units/CAR

_____ TOR with Certification, Authentication and Verification (CAV) from *CHED if private / SCHOOL if public (original copy)*

_____ Updated Service Record (3original copy)

_____ Performance rating for the last 3 school years (Certified photocopy signed by Admin. Officer / Dist. Supervisor /School Head - 3 copies/Sem.)

_____ CS form 212(Personal Data Sheet) 3original copies

_____ Sworn statement that all documents submitted are true and correct w/ documentary stamp (1 original copy)

_____ Latest approved Appointment (3 certified true copies)

_____ Latest payslip or payroll (1certified true copy)

_____ Latest Plantilla (PSIPOP) 1 certified true copy

_____ Certificates of trainings, seminars, workshop, awards (Certified true copies)

_____ Certification that the incumbent of the position to be reclassified qualifies to occupy the new position (c/o Div. Office)

_____ **All Photo copies should be certified true copy by Admin. Officer/ Dist. Supervisor /School Head**

_____ Yellow Folder

EVALUATION:

Checked by:

Reviewed by:

DepEd – Cebu Province
Equivalent Record Form (ERF)
Requirements for Teacher III

Name: _____
Position Applied: _____
Division: _____

- _____ **Duly accomplished ERF (6 copies)**
_____ **At least 3 years or more teaching experience with CAR or MA graduate or**
_____ **20 years teaching experience with 20 or more units in MA**
_____ **Certification from School Registrar CAR/Graduate (Original copy)**
_____ **TOR with Certification, Authentication & Verification (CAV) indicate CAR/Graduate**
_____ **from CHED if private / SCHOOL if public (original copy)**
_____ **TOR undergrad certified true copy**
_____ **Updated Service Record (3 original copies)**
_____ **Performance Rating for the last 3 school years (Certified photocopy signed by Admin.**
_____ **Officer/Dist. Supervisor /School Head) - 3 copies/Sem.**
_____ **CS form 212 (Personal Data Sheet) - 3 original copies**
_____ **Sworn Statement that all documents submitted are true and correct w/ documentary**
_____ **stamp (original copy)**
_____ **Latest approved appointment (3 certified true copies)**
_____ **Latest Payslip or payroll (1 certified true copy)**
_____ **Latest Plantilla (PSIPOP) 1 certified true copy**
_____ **Certificates of trainings, seminars, workshop, awards (Certified true copies)**
_____ **Certification that the incumbent of the position to be Reclassified qualifies to occupy the**
_____ **new position (c/o Div. Office)**
_____ **All Photo copies should be certified true copy by Admin. Officer/ Dist. Supervisor**
_____ **/School Head**
_____ **Yellow Folder**

EVALUATION:

Evaluated by: _____

Reviewed by: _____