



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



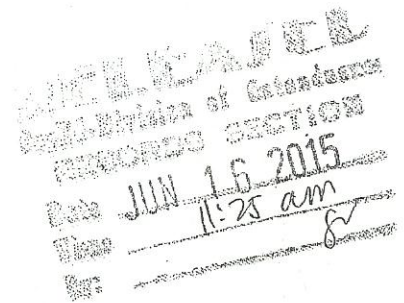
MEMORANDUM

TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY AND SECONDARY SCHOOL HEADS

FROM : NYMPHA D. GUEMO
Asst. Schools Division Superintendent
Officer-In-Charge

SUBJECT : APPLICATION AND PROCESSING OF EQUIVALENT RECORD FORM (ERF)

DATE : June 16, 2015



1. Attached herewith is the requirements in the application for Equivalent Record Form (ERF).
2. Qualified applicants may apply for the evaluation of their Equivalent Record Form (ERF) at the Schools Division Office-Personnel Section.
3. The initial processing is done at the Schools Division Office and the final evaluation and approval is done at the Regional Office.
4. Once approved, a copy of the ERF together with the supporting documents will be returned to the applicant and another copy for the Schools Division Office file.
5. For information and guidance.

The Basic Requirements Needed in ERF:

1. Duly Accomplished ERF (4 copies)
2. Official Transcript of Records and Special Order and/or certification of graduation duly certified by the school concerned (1 copy)
3. Sworn Statement of teacher if studied in private school per *Dept. Order No. 12 s. 1962* (1 copy)
4. Comprehensive complete Service Record showing the inclusive dates of paid service, salary adjustment/increases granted duly certified by any authorized official (1 copy)
5. Certification from the school concerned regarding the number of units for graduation MA if claiming for Teacher II and Teacher III (1 copy)
If attended more than one school in Graduate Course (Masteral) secure a certificate from the school where the teacher earned more units (1 copy)
6. For Head Teacher Position - list of number of teachers to be supervised with item number and see to it that he/she meet the basic requirements stipulated in the Qualification Standards (QS) (1 copy)
7. Performance Rating (1 copy)

For Teacher II and III- at least Very Satisfactory for the last 2 rating periods

For Head Teachers- at least Very Satisfactory for the last 3 rating periods, or Outstanding for 2 rating periods.

Processing of ERF:

For Teacher II, Head Teachers I & II (both Elem. & Sec.):

1. 20 units in M.A.; or
2. Combination of units earned in M.A. (minimum of 15 units) and seminars attended (1 unit = 25 hours attendance)
Ex. 15 units MA (Range Assignment: 20 units M.A. = BSE+20)
5 units in seminar (125 hrs)
20 units = BSE+20

For Teacher III, Head Teachers III-VI (both Elem. & Sec.):

1. Master's Degree in Education (Range Assignment= M.A.); or
2. Complete Academic Requirements (CAR) + 150 hours in seminars, conferences and trainings attended (Division, Regional, National and International) to equal the required units to finish MA Degree in the School/College last attended.
(Range Assignment-M.A. Equivalent)
3. Bachelor's degree for teacher or equivalents plus M.A. units with a certification of total required number of units to finish MA Degree in the School/College last attended.
(Range Assignment-M.A. Equivalent)

Additional Requirements for Head Teachers

For Head Teacher I-II:

Elementary and Secondary

1. TIC or OIC for at least one (1) year upgrading to Head Teacher I
2. At least one (1) year as Head Teacher I for upgrading to Head Teacher II
3. List of six (6) Teachers supervised

For Head Teacher III-VI:

Elementary

1. List of six (6) Teachers to be supervised for upgrading to Head Teacher III

Secondary

1. List of twenty one (21) Teachers to be supervised for upgrading to Head Teachers IV-VI

Note: ALL REQUIREMENTS MUST BE SUBMITTED IN ORIGINAL COPIES