

Republic of the Philippines  
Department of Education  
Region V – Bicol  
SCHOOLS DIVISION OFFICE OF CATANDUANES

July 31, 2024

**DIVISION MEMORANDUM**

No. 364, s. 2024

**ACCEPTANCE OF APPLICATION FOR EQUIVALENT RECORD FORMS (ERFs)  
AND RECLASSIFICATION OF POSITIONS FOR FY 2024**

To : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors/In-Charge of Districts  
Elementary & Secondary School Heads/Officers-in-Charge  
All Others Concerned

1. Pursuant to Regional Memorandum No. 859, s. 2024 dated July 30, 2024 re: "Submission of 2<sup>nd</sup> Batch of Requests for the Approval/Implementation of Equivalent Record Forms (ERFs) and Reclassification of Positions for FY 2024," this Office announces the applications for the teacher upgrading through ERFs for approval/implementation **until August 9, 2024** as well as reclassification of master teacher and school head positions **until August 7, 2024** on a **first-come, first-served basis** and contingent upon the availability of funds.

2. Applicants shall submit the following requirements to be evaluated at the Schools Division Office (SDO)-Personnel Section:

**A. TEACHER II (ELEMENTARY AND JUNIOR HIGH SCHOOL)**

- a. 3 original copies of Duly Accomplished ERF
- b. 1 original copy of Official Transcript of Records of Master's Degree in Education units earned
- c. 1 original copy of Sworn Statement (if studied in private school) with documentary stamp
- d. 1 original copy of Updated Service Record
- e. 1 original copy of Certification from the Graduate School regarding the number of MA units earned (if a teacher attended more than one school in Graduate Course, secure a certificate from the school where he/she earned more units)
- f. 1 original copy of Individual Performance Commitment and Review Form (IPCRF), S.Y. 2022-2023 (at least Very Satisfactory)
- g. Original Certificates of Participation on trainings/seminars attended (Division, Regional, National, and International)
  - o 20 Master's Degree in Education units (no seminar/training required); or
  - o 18 Master's Degree in Education units + at least 50 seminar/training hours; or
  - o 15 Master's Degree in Education units + at least 125 seminar/training hours

**B. TEACHER III (ELEMENTARY AND JUNIOR HIGH SCHOOL)**

- a. 3 original copies of Duly Accomplished ERF



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052-8114063

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- b. 1 original copy of Official Transcript of Records of Master's Degree in Education units earned
- c. 1 original copy of Sworn Statement (if studied in private school) with documentary stamp
- d. 1 original copy of Updated Service Record
- e. 1 original copy of Certification from the Graduate School regarding the number of MA units earned; Certification of Complete Academic Requirements (CAR); or Certification that passed the Comprehensive Examination
- f. 1 original copy of IPCRF, S.Y. 2022-2023 (at least Very Satisfactory)
- g. Original Certificates of Participation on trainings/seminars attended (Division, Regional, National, and International)
  - o Master's Degree in Education (no seminar/training attended); or
  - o Complete Academic Requirements (CAR) + 150 seminar/training hours

**C. TEACHER TO MASTER TEACHER I (JUNIOR HIGH SCHOOL)**

- a. One (1) Master Teacher is allowed per subject area with at least 5-7 teachers/minimum of six (6) teachers
- b. Updated Service Record
- c. Transcript of Records
- d. PRC Certification of Good Standing
- e. Teacher's license
- f. Report of Board Rating
- g. Certificates of participation in relevant trainings attended
- h. SF7 and Class Program SY 2023-2024
- i. Complete List of Teachers by Department (with position title and plantilla item number)

**D. HEAD TEACHERS I, II, III, IV (ELEMENTARY)**

- a. 3 original copies of Duly Accomplished ERF
- b. 1 original copy of Official Transcript of Records (OTR) and Special Order (for private schools) and/or Certification of Graduation duly certified by the school concerned.
- c. 1 original copy of Sworn Statement (if studied in private school)
- d. Copy of previous appointment
- e. PRC Certification of Good Standing
- f. Teacher's license
- g. Report of Board Rating
- h. Copy of Certificate of Trainings Attended
- i. Duly Accomplished CS Form 212 (Personal Data Sheet)
- j. Updated Service Record
- k. Performance Rating for the last three years
- l. Certificates/Proofs of Outstanding Accomplishment
- m. Copy of the designation as TIC for HT1
- n. Enrolment Data (Form 3)/SF4 in the present school assignment, including cluster schools handled
- o. List of Teachers under supervision with the identification of their respective plantilla item number signed by SDS





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- o With at least 6 teachers
- o In a cluster of at least 3 schools with an aggregate of at least six (6) teachers
- p. NEAP Certification as to the Basic Training Course for School Head (Certificate of Participation certified by DepEd ROV- HRDD)
- q. SBM Task Force's Certification as to the rating obtained in the internal and external stakeholders' assessment

**E. HEAD TEACHER I/HEAD TEACHER II/HEAD TEACHER III to HEAD TEACHER IV/HEAD TEACHER V/HEAD TEACHER VI (DEPARTMENT HEAD-SECONDARY)**

- a. List of teachers supervised
  - HT1-HT3- at least 6 teachers excluding the recommendee
  - HT4-HT6- at least 21 teachers excluding the recommendee
- b. Transcript of Records
- c. Updated Service Record
- d. Designation as TIC/Chairman of the Department
- e. Certificates of participation in relevant trainings attended
- f. PRC certification of good standing
- g. Teacher's license
- h. Report of Board Rating
- i. SF7 and Class Program SY 2023-2024
- j. Complete List of Teachers by Department (with position title and plantilla item number)

**F. SCHOOL PRINCIPAL I to SCHOOL PRINCIPAL II, SCHOOL PRINCIPAL II to SCHOOL PRINCIPAL III & SCHOOL PRINCIPAL III to SCHOOL PRINCIPAL IV (ELEMENTARY AND JUNIOR HIGH SCHOOL)**

- a. 1 original copy of Official Transcript of Records (OTR) and Special Order (for private schools) and/or Certification of Graduation duly certified by school concerned.
- b. 1 original copy of Sworn Statement (if studied in private school)
- c. Copy of previous appointment
- d. PRC Certification of Good Standing
- e. Teacher's license
- f. Report of Board Rating
- g. Copy of Certificate of Trainings Attended
- h. Duly Accomplished CS Form 212 (Personal Data Sheet)
- i. Updated Service Record
- j. Performance Rating for the last three years
- k. Certificates/Proofs of Outstanding Accomplishment
- l. Enrolment Data (Form 3)/SF4 in the present school assignment, including cluster schools handled
- m. List of Teachers under supervision with the identification of their respective plantilla item number signed by SDS
  - o With at least nine (9) teachers
  - o In a cluster of at least 3 schools with an aggregate of at least nine (9) teachers



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- n. NEAP Certification as to the Basic Training Course for School Head (Certificate of Participation certified by DepEd ROV- HRDD)
- o. SBM Task Force's Certification as to the rating obtained in the internal and external stakeholders' assessment
- The basic requirement/qualification standards for the desired school head positions are as follows:

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	PERFORMANCE RATING
Head Teacher I	14	At least 12 MA units in the fields of administration, supervision, leadership or management	3 years of teaching experience and TIC or OIC for at least 1 year	24 hours of relevant training, initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher II	15	At least 24 MA units in the fields of administration, supervision, leadership or management	HT I for 1 year	24 hours of relevant training, initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher III	16	At least 36 MA units in the fields of administration, supervision, leadership or management	HT II for 2 years	32 hours of relevant training, initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher IV	17	Completed Academic Requirements in the fields of administration, supervision, leadership or management	HT III for 2 years	32 hours of relevant training, initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher V	18	Completed Academic Requirements in the fields of administration, supervision, leadership or management	HT IV for 2 years	40 hours of relevant training, initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head teacher VI	19	Master's degree in the fields of administration,	HT V for 2 years	40 hours of relevant training, initiated, sanctioned,	At least Very Satisfactory for the last 3



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		supervision, leadership or management		approved/recognized by DepEd not used in the immediate previous promotion	consecutive years; or Outstanding for the last 2 consecutive years
Principal I	19	Master's degree in the fields of administration, supervision, leadership or management	Two (2) years as HT III for elementary; Two (2) years as HT VI for secondary	48 hours of relevant training, initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal II	20	Master's degree in the fields of administration, supervision, leadership or management plus 6 doctoral units	One (1) year as Principal I	48 hours of relevant training, initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal III	21	Master's degree in the fields of administration, supervision, leadership or management plus 12 doctoral units	Two (2) years as Principal II	56 hours of relevant training, initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal IV	22	Master's degree in the fields of administration, supervision, leadership or management plus 24 doctoral units	Two (2) years as Principal III	56 hours of relevant training, initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years

- On the computation of points:
  - a. A candidate must obtain at least sixty (60) points to deserve the reclassification. It is advised that an applicant should have earned the minimum point for each criterion, i.e. criteria on outstanding accomplishment shall have a minimum of 10 points.
  - b. Specific points assigned for each criterion in the rating for Head Teacher/Principal positions, which must be in relation to the School-based Management scale of practice, among others, are as follows:



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Criteria	Maximum No. of Points
Performance Rating	20
Experience	10
Outstanding Accomplishments	30
Education & Training	15
Potential	10
Psychosocial Attributes & Personality Traits	15
<b>TOTAL</b>	<b>100</b>

3. Applications for reclassification from **Master Teacher I to Master Teacher II** and **Master Teacher II to Master Teacher III** positions in secondary schools are for **Junior High School only**. Please be guided by the following requisites/qualifications needed for the Master Teacher III position:

- a. Master Teacher II
- b. M.A. in Education or equivalent

The following are considered M.A. equivalent:

- i. Bachelor's degree for teachers or equivalent plus 20 years' experience and at least 20 M.A. units;
  - ii. Bachelor's degree for teachers or equivalent plus at least 20 graduate units and at least 18 credit allowances
  - c. Very satisfactory performance rating as Master Teacher II; and
  - d. At least 45 points in leadership, potential and achievement, provided the activities or accomplishments cited for this purpose had not been credited for an earlier promotion.
- The basic requirement/qualification standards for the Master Teacher positions are as follows:

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING
Master Teacher II	19	Bachelor of Secondary Education (BSED) OR Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training



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 052-8114063  
[catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph)  
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Master Teacher III	20	Completion of academic requirements or a Master's degree in Education or its equivalent	1 year as Master Teacher II or 5 years as Teacher III	8 hours of relevant training
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4. In addition, this Office will not accept applications for reclassification to Master Teacher I (Elementary) position due to the excess number of allocated Master Teacher I and Master Teacher II per district.
5. Applications for Head Teacher and Master Teacher I positions that were returned in FY 2023 due to lack of documentary requirements shall resubmit at the SDO-Personnel Section earlier than the deadline set.
6. For reclassification for Head Teacher & School Principal positions, please be guided by DepEd Order No. 97, s. 2011 (Revised Guidelines on the Allocation and Reclassification of School Head Positions)
7. For information, guidance and immediate compliance.

By Authority of the Schools Division Superintendent:

  
**EVA S. TOLENTINO**  
Administrative Officer V  
Officer-In-Charge



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