


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

**UNNUMBERED MEMORANDUM**  
OSDS-PER-UM-08-31-2023/MBL

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

FROM :   
**SOCORRO V. DELA ROSA**  
Schools Division Superintendent

SUBJECT : **CALL FOR APPLICATION FOR EQUIVALENT RECORD FORMS (ERFs) AND RECLASSIFICATION OF POSITIONS FOR FY 2023 (3<sup>RD</sup> BATCH)**

DATE : August 31, 2023

1. Pursuant to the Regional Memorandum No. 392, s. 2023 dated August 23, 2023, re: "Submission of 3<sup>rd</sup> Batch of Requests for the Approval Implementation of Equivalent Record Forms (ERFs) and Reclassification of Positions for FY 2023," this Office will start accepting applications for approval/implementation of ERFs and reclassification of positions **until September 7, 2023** on a **first-come, first-served basis** and subject to the availability of the funds.
2. Applicants shall submit the documentary requirements at the Schools Division Office-Human Resource Management Office (SDO-HRMO) for the pre-evaluation of documents. Applications with incomplete documents shall not be entertained. Late submission of the application shall not be accepted.
3. Applications for Head Teacher and Master Teacher I positions that were returned due to lack of documentary requirements shall resubmit at the HRM Office earlier than the deadline set.
4. For reclassification for Head Teacher and School Principal positions, please be guided by DepEd Order No. 97, s. 2011 (Revised Guidelines on the Allocation and Reclassification of School Head Positions).
5. Other information on the list of requirements for reclassification and ERFs in the attached Regional Unnumbered Memorandum dated February 1, 2023 shall remain in effect.
6. For information, guidance and immediate compliance.

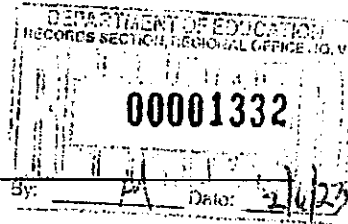
MBL/UM-CALL FOR APPLICATION FOR EQUIVALENT RECORD FORMS AND RECLASSIFICATION OF POSITIONS  
074/August 31, 2023



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DepEd Tayo – Region V - Catanduanes




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**MEMORANDUM**

**TO :** Schools Division Superintendents/OIC-SDS

**FROM :**   
**GILBERT T. SADSAD**  
Regional Director

**SUBJECT :** **SUBMISSION OF REQUESTS FOR THE APPROVAL AND/OR IMPLEMENTATION OF THE APPROVED EQUIVALENT RECORD FORMS (ERFs) AND RECLASSIFICATION OF POSITIONS FOR FY 2023**

**DATE :** February 1, 2023

1. Please be informed that this Office is now accepting requests on the approval and/or implementation of ERFs and reclassification/conversion of positions until **March 31, 2023**. Processing of requests shall be done on a first come, first served basis and priority shall be strictly set in the following order:
  - a. Those ERFs approved in the prior years which have remained unimplemented to date;
  - b. This year's requests for approval and/or implementation of approved ERFs;
  - c. Those requests for approval of ERFs and reclassification of positions that were returned in FY 2022 due to lack of documentary requirements; and
  - d. New requests for reclassification of positions (Master Teachers, Head Teachers (Department Heads) and School Heads (School Principals and Head Teachers)).
  
2. In order to expedite and ensure smooth processing of the above-mentioned requests, the following must be observed and strictly followed.
  - a. The Division Human Resource Management Officer (HRMO) shall perform the initial evaluation as to the completeness and veracity of documents submitted and qualifications of the applicants.
  
  - b. Only those requests with complete documentary requirements, correct item number (basis on the issuance of NOSCA by the DBM), actual salary indicated in the PSiPOP consistent with the submitted updated service records, and those that meet the DepEd, CSC and DBM criteria (for purposes of



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reclassification of positions) are to be forwarded and recommended for approval by the Schools Division Superintendent to DepEd ROV.

3. All requests received by this Office are subject to re-evaluation/validation and for onward recommendation to the Department of Budget and Management, Regional Office No. 5, if found in order, subject to the availability of funds and the existing budgeting, accounting, and auditing rules and regulations.
4. It is worthy to mention that this Office started the streamlining of the processes involved in the upgrading of positions through ERF scheme wherein all requests which already been post-audited and approved by this Office are now being transmitted directly to DBM ROV, subject for its review and validation. If there are available funds and the requests are in order, the DBM RO shall effect the staffing modification in its database and issue the corresponding NOSCA to this Office, copy furnished the concerned SDO/IU. To effectively implement the said processes and ensure inclusion in this year's budgetary allotment, it is hereby reiterated that the following supporting documents must be attached together with the request for the approval of the Equivalent Record Forms (ERFs).
  - a. Endorsement of the SDS
  - b. Original copy of the Plantilla Allocation List
  - c. Certified true copy of the marriage contract (this applies to married female teacher whose ERF has been approved while she was still single)
  - d. Certification of no pending staffing modification (promotion, reclassification, resignation, etc.) issued by the concerned Schools Division Superintendent thru the Division Administrative Officer IV (HRMO).
5. In addition, this Office will also be accepting requests for reclassification to Master Teacher III position in the secondary schools as contained in the attached letter dated January 5, 2023 of Undersecretary Gloria Jumamil-Mercado of the Human Resource and Organizational Development, National Educators Academy of the Philippines and Teacher Education Council Secretariat. Sub-Item No. 6.3.2.3, Chapter 6 of the DBM's Manual on Position Classification and Compensation, which was circularized thru Circular Letter (CL) No. 2007-6 dated February 9, 2007, provides the quota system on the allowable number of MT positions in the secondary schools, to wit:

*One (1) Master Teacher position regardless of level may be allowed per subject area with at least 5-7 authorized teacher positions within the school.*

Please be guided by the following requisites/qualifications needed for a candidate to be considered for Master Teacher III position in secondary schools.

- a) Master Teacher II;
- b) M.A. in education or equivalent;



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The following are considered M.A. equivalent:

- a. Bachelor's degree for teachers or equivalent plus 20 years experience and at least 20 M.A. units;
  - b. 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.
6. Please see in separate sheets the checklist of requirements for the approval and/or implementation of approved ERFs and reclassification of positions.
  7. Should there be queries and clarifications, you may email the Personnel Section of this Office at [personnel.rov@deped.gov.ph](mailto:personnel.rov@deped.gov.ph).
  8. Please be guided accordingly.

AD/PS/MATB  
02/01/2023

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## CHECKLIST OF REQUIREMENTS

### A. RECLASSIFICATION OF POSITIONS

#### ELEMENTARY LEVEL

- FROM TEACHER TO MASTER TEACHER 1
- FROM MASTER TEACHER I TO MASTER TEACHER II
  
- ✓ Plantilla Allocation List (PAL)
- ✓ Justification for the Reclassification of Position
- ✓ Certification that the incumbent fully meets the QS set by the CSC/DepEd for the position as reclassified
- ✓ Updated Service Record
- ✓ Rank list (for purposes of reclassification only)
- ✓ Waiver (if lone candidate)
- ✓ Duly accomplished Evaluation Sheet by the Division HRMO
- ✓ List of teachers by school in the district (to be prepared by the District Planning Officer and certified correct by the PSDS) - position title and item no. of every teacher must be indicated
- ✓ Transcript of Records / S.O.
- ✓ Copy of the previous appointment
- ✓ PRC Certification of Good Standing
- ✓ Teacher's License
- ✓ Report of Board Rating
- ✓ Certificates of participation on relevant trainings attended
- ✓ District Data Bulletin (to be prepared by the Division Planning Officer and certified correct by the SDS)
- ✓ Copy of the leaf of the current plantilla, indicated therein the name and the item no. of the recommendee
- ✓ Certification of no pending staffing modification (reclassification, promotion, resignation, etc...)

***All photocopied documents must be duly authenticated by an authorized official.***



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**SCHOOL HEAD POSITIONS (Head Teacher and School Principal)**

- ✓ Plantilla Allocation List (PAL)
  - ✓ Rank list (for purposes of reclassification only)
  - ✓ Evaluation Sheet
  - ✓ Certified, Authenticated and Verified (CAV) Transcript of Records / S.O.
  - ✓ Copy of the previous appointment
  - ✓ PRC Certification of Good Standing
  - ✓ Teacher's License
  - ✓ Report of Board Rating
  - ✓ Certificate of Trainings Attended
  - ✓ Justification for the Reclassification of Position
  - ✓ Duly accomplished CS Form 212 (Personal Data Sheet)
  - ✓ Updated service Record
  - ✓ Performance rating for the last three (3) consecutive years
  - ✓ Certificates/Proofs of Outstanding Accomplishment
  - ✓ ERF for HT positions; Position Description Form for Principal positions
  - ✓ Copy of the designation as TIC for HT1 and P1 position
- ✓ \*NEAP certification as to the result of NQEP taken and Basic Training Course for School Heads attended
    - Principal I: NQEP Report of Rating and completed the Basic Course for School Heads
    - Principal II, III, IV: Certificates of participation certified by DepEd ROV- HRDD
  - ✓ \*SBM Task Force's Certification as to the rating obtained in the internal and external stakeholders' assessment
  - ✓ \*Division PSB's certification on the points obtained in the Psychosocial Attributes and Personality Traits Assessment
- ✓ Enrolment Data (Form 3) in the present school assignment, including cluster schools handled, if any.
  - ✓ Copy of the latest post-audited PSIPOP where item is reflected
  - ✓ Certification of non-availability of item
  - ✓ List of Teachers under supervision, with the identification of their respective plantilla item number per latest post audited PSIPOP
  - ✓ Copy of the latest post-audited PSIPOP wherein the names of the teachers under the supervision are reflected
  - ✓ Certification of no pending staffing modification (reclassification, promotion, resignation, etc...)

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**SECONDARY LEVEL**

- FROM TEACHER TO HEAD TEACHER (DEPARTMENT HEAD)
  - FROM HT1/HT2/HT3 TO HT4/HT5/HT6 (DEPARTMENT HEAD)
  - FROM TEACHER TO MASTER TEACHER I
  - FROM MASTER TEACHER I TO MASTER TEACHER II
  - FROM MASTER TEACHER II TO MASTER TEACHER III
- 
- ✓ Plantilla Allocation List (PAL)
  - ✓ Justification for the Reclassification of Position
  - ✓ Certification that the incumbent fully meets the QS set by the CSC/DepEd for the position as reclassified
  - ✓ Updated Service Record
  - ✓ Rank list (for purposes of reclassification only)
  - ✓ Waiver (if lone candidate)
  - ✓ Duly accomplished Evaluation Sheet by the Division HRMO
  - ✓ List of teachers supervised (for HT only)
    - Position title and item no. of every teacher must be indicated
    - HT1-HT3 = at least 6 teachers excluding the recommendee
    - HT4-HT6 = at least 21 teachers excluding the recommendee
  - ✓ Transcript of Records / S.O.
  - ✓ Designation as TIC/chairman of the Dept. (for HTs only)
  - ✓ Copy of the previous appointment
  - ✓ PRC Certification of Good Standing
  - ✓ Teacher's License
  - ✓ Report of Board Rating
  - ✓ Certificates of participation on relevant trainings attended
  - ✓ Complete List of Teachers by Department (with position title and item number)
  - ✓ BPS Form Nos. 29, 30, 31/SF 7 and Class Program
  - ✓ Latest copy of the PSIPOP of the school
  - ✓ IPCRF for the last two years for MT1; IPCRF rating as MT1 for MT2; IPCRF rating as MT2 for MT3
  - ✓ Certification of no pending staffing modification (reclassification, promotion, resignation, etc...)

***All photocopied documents must be duly authenticated by an authorized official.***

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**As an exception to \***

- ✓ Supervising a school that belongs to top 10 Performing Schools in the region/division/secondary or elementary level for the last 2 school years on any three (3) of the following
  - National Achievement Test
  - Completion Rate
  - Cohort Survival Rate
  - Drop Out Rate
  - Those who have achieved maturity level of SBM practice and level III accreditation
- ✓ Introduced, adopted, or implemented innovations in curriculum and instruction certified by the SDS

**BASIC REQUIREMENTS IN APPLYING FOR ERF:**

- ✓ 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.
- ✓ Sworn Statement of a teacher if units were earned in a private school.
- ✓ Updated Service Record
- ✓ Original or certified photocopy of an approved ERF as Teacher II, if any (for an application to Teacher III only).
- ✓ Certification from the school concerned regarding the no. of units for graduation in MA if claiming for T2 & T3 or Certification of Complete Academic Requirements (CAR) or Certification that the applicant has passed the Comprehensive Examination.
- ✓ Pre-evaluated Equivalent Record Form (ERF) by SDO (3 copies)
- ✓ Original copy of certificates of trainings/seminars attended (International, National, Regional and Division Level)
- ✓ Other supporting documents for professional activities (if any)
- ✓ IPCRF (*Only teachers with at least Very Satisfactory (VS) performance rating should be recommended for upgrading*)
- ✓ **Additional Requirements:**
  - Original copy of the Plantilla Allocation List
  - Certified true copy of the marriage contract (*this applies only to married female teacher whose ERF has been approved while she was still single*)
  - Certification of no pending staffing modification (promotion, reclassification, resignation, etc.) issued by the concerned Schools Division Superintendent thru the Division Administrative Officer IV (HRMO).
  - Endorsement of the SDS



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