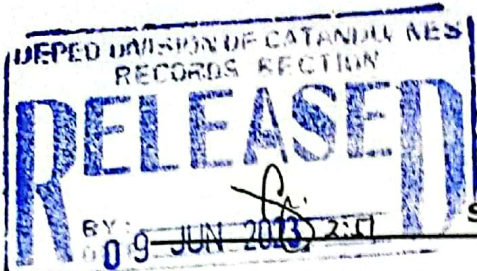




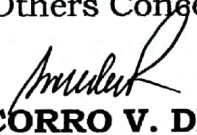
Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



UNNUMBERED MEMORANDUM
OSDS-PER-UM-06-09-2023/MBL

URGENT!

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, CESO V
Schools Division Superintendent

SUBJECT : **SUBMISSION OF APPLICATIONS FOR TEACHER II AND
TEACHER III POSITIONS THROUGH EQUIVALENT RECORD
FORMS (ERFs) (2nd BATCH)**

DATE : June 09, 2023

1. Per Reginal Memorandum No. 161, s. 2023 re: Submission of 2nd Batch of Requests for the Approval/Implementation of Equivalent Record Forms (ERFs), please be informed that this Office is accepting applications for **Teacher II** and **Teacher III** positions through ERFs **until 12:00 noon of June 23, 2023**.

2. Applicants shall submit the following requirements at the Schools Division Office-Human Resource Management Office (SDO-HRMO) for the pre-evaluation of documents:

A. TEACHER II

- 3 original copies of Duly Accomplished ERF
- 1 original copy of Official Transcript of Records of Master's Degree in Education units earned
- 1 original copy of Sworn Statement (if studied in private school) with documentary stamp
- 1 original copy of Updated Service Record
- 1 original copy of Certification from the Graduate School regarding



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052 – 8114063
catanduanes@deped.gov.ph
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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)

- 1 original copy of Individual Performance Commitment and Review Form (IPCRF), S.Y. 2021-2022 (at least Very Satisfactory)
- Original Certificates of Participation on trainings/seminars attended (Division, Regional, National and International)
 - 20 Master's Degree in Education units (no seminar/training required); or
 - 18 Master's Degree in Education units + at least 50 seminar/training hours; or
 - 15 Master's Degree in Education units + at least 125 seminar/training hours

B. TEACHER III

- 3 original copies of Duly Accomplished ERF
- 1 original copy of Official Transcript of Records of Master's Degree in Education units earned
- 1 original copy of Sworn Statement (if studied in private school) with documentary stamp
- 1 original copy of Updated Service Record
- 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
- 1 original copy of Individual Performance Commitment and Review Form (IPCRF), S.Y. 2021-2022 (at least Very Satisfactory)
- Original Certificates of Participation on trainings/seminars attended (Division, Regional, National, and International)
 - Master's Degree in Education (no seminar/training attended); or
 - Complete Academic Requirements (CAR) + 150 seminar/training hours

3. Strict dissemination and compliance to this memorandum is hereby enjoined.

MBL/UM-SUBMISSION OF APPLICATIONS FOR TEACHER II AND TEACHER III POSITIONS
049/June 09, 2023



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