




Republic of the Philippines
Department of Education
REGION V – BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM
OSDS-PER-UM-10-04-2022/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 :  **SUSAN S. COLLANO**
Schools Division Superintendent

SUBJECT : **SUBMISSION OF APPLICATIONS FOR TEACHER II AND
TEACHER III POSITIONS THROUGH EQUIVALENT RECORD
FORMS (ERFs) – ELEMENTARY & JUNIOR HIGH SCHOOL**

DATE : October 04, 2022

1. Per advised by the Department of Education Regional Office V-Personnel Unit, please be informed that this Office is accepting applications for **Teacher II** and **Teacher III** positions through ERFs (Elementary & Junior High School) **until 12:00 noon of October 6, 2022.**

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



San Roque, Virac, Catanduanes
052 - 8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com
DepEd Tayo – Region V - Catanduanes



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- 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)
- 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
022/October 04, 2022



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