



Republic of the Philippines
Department of Education
CARAGA REGION

Released:
April 16, 2020

April 16, 2020

REGIONAL ORDER

No. 003, s. 2020

REVERSION OF APPROVAL OF TEACHERS EQUIVALENT'S RECORD FORM (ERF) APPLICATION TO THE REGIONAL OFFICE

TO: Schools Division Superintendents
Assistant Schools Division Superintendents
This Region

1. To afford validation and to establish check and balance of teachers ERF Applications, it is advised that pre-evaluated ERF applications at the Division Level shall be recommended by the Schools Division Superintendent for further review and approval by the Regional Office, effective immediately.
2. ERF application with incomplete documentary attachments such as certified true copy from the original of 1.) TOR with CAV, 2.) updated Service Record and 3.) Performance Rating of 2 consecutive rating period shall not be accepted. Once completed and received, it shall be filed and processed on first-come-first-served basis.
3. Priority shall be set for those **unimplemented approved ERF for FY 2017 to 2018**. Likewise, processing of Teacher I to Teacher II, Teacher II to Teacher III as well as those Teacher I who are about to avail of compulsory retirement. Schools Division Superintendents are encouraged to take into consideration the existing guidelines on Master Teacher's reclassification through ERF based on the percentage of deployment per school.
4. ERF application submitted to the Regional Office for FY 2020 shall likewise be further evaluated, thus support documents enumerated in item. 2 shall be submitted to this office.
5. Attached is a copy of the Regional ERF template to ensure uniform processing and application.
6. Prior regional issuances pertaining ERF application inconsistent with this regional order are hereby revoked, repealed and modified accordingly.
7. Wide and immediate dissemination of this Memorandum is desired.

FRANCIS CESAR B. BRINCAS, CESO V
Director III
OIC-Regional Director

Enclosure: Revised ERF Application Form

Reference: RM #015, s. 2019, RM #545, s. 2018, DBM Budget Cir. No. 2018-3, DECS Order #52, s. 1999, DO #97, s. 2011

To be indicated in the **Perpetual Index** under the following subjects:

CONFERENCES MEETINGS PROMOTION TEACHERS

PER/fmb
04/16/2020



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BARCODE HERE01

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DIVISION OF _____

EQUIVALENT RECORD FORM (ERF)

(submit in five copies)

Name: _____ Date of Birth: _____ Sex: _____
(Surname) (First Name) (M.I.)
Employee Number: _____ Authorized Position Title: _____
Item Number: _____ Actual Salary: _____

I. EDUCATIONAL ATTAINMENT AND CIVIL SERVICE ELIGIBILITY

Title, Degree of Highest Grade Attained	Name of Institution	Year Received	Civil Service Eligibility	Rating	Date

II. SERVICE RECORDS (Please attach duly certified service record)

III. EQUIVALENT UNITS

A. Total Number of Years Teaching: _____ Equivalent _____
B. Degree to Degree Equivalent: (Present Degree) _____ Equivalent _____

C. Areas of Equivalent:	School Year	No. of Units	Description
1. Professional Study			
2. Teaching Experience			
a. Public School			
b. Private School			
3. Administrative Supervisory Experience			
a. Public School			
b. Private School			
4. Others (Seminars, Workshop, etc.)			

LATEST EFFICIENCY RATING: _____

Conforme:

Teacher's Name and Signature

School Principal/School Head

Note: Teachers do not write below

IV. DIVISION ACTION

Classification	Date Processed	Range Assignment	Salary Range	Scheduled Salary	Remarks

CERTIFIED CORRECT:

REVIEWED BY:

RECOMMENDING APPROVAL:

HRMO

Administrative Officer V

Schools Division Superintendent

IV. REGIONAL OFFICE ACTION

Evaluated by:

Approved:

FE M. BARING
Teacher Credentials Evaluator II

FRANCIS CESAR B. BRINGAS, CESO V
Regional Director