

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION VI - WESTERN VISAYAS
DIVISION OF KABANKALAN CITY

EQUIVALENTS RECORD FORM

Name: _____ Date of Birth: _____ Sex: _____
(Surname) (Given) (Middle)

Employee No. _____ Authorized Position Title: _____

Item No. _____ P.D. No. _____ Authorized Salary: _____

I. Educational Attainment and Civil Service Eligibility:

Titles, Degree, Highest Grade Attained	Name of Institution	Year Received	Civil Service Examination	Rating	Date

II. Service Record: ATTACH DULY CERTIFIED SERVICE RECORD

III. Equivalent Units

A. Total number of years teaching (Public only) _____ Equivalent : _____

B. Degree to Degree Equivalent (Present Degree) _____ Equivalent : _____

C. Areas of Equivalent	School Year	No. of Units	Description
1. Professional Study	_____	_____	_____
2. Teaching Experiences	_____	_____	_____
a. Public Schools	_____	_____	_____
b. Private Schools	_____	_____	_____
3. Adm. Supervisory Experience	_____	_____	_____
a. Public Schools	_____	_____	_____
b. Private Schools	_____	_____	_____
4. Others (Seminars, Workshops, etc.)	_____	_____	_____
TOTAL	_____	_____	_____

LATEST EFFICIENCY RATING: _____

(NOTE: Teachers do not write below.)

(Teacher's Signature)

IV. Division Action

Classification	Date Processed	Range Assignment	Salary Grade	Scheduled Salary	Remarks

RECOMMENDING APPROVAL:

CERTIFIED CORRECT:

V. DepEd-Regional Office Action:

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION VI-WESTERN VISAYAS
DURAN STREET, ILOILO CITY
POST-AUDIT OF TEACHING POSITION
CLASS TITLE
SALARY GRADE
SUBJECT TO AVAILABILITY OF AN ITEM

CONTROL NO. _____

Teacher Credentials Evaluator

FOR THE REGIONAL DIRECTOR



DIVISION MEMORANDUM

No. 04, s. 2016

To: **Public Schools District Supervisors
Elementary & Secondary School Heads
All Concerned**

Subject: **Revised Guidelines on the Reclassification of Positions from T-I to T-II,
T-I to T-III and T-II to T-III**

Date: **January 22, 2016**

Effective January 25, 2016, all applicants for Equivalent Records Form (ERF) must meet the additional requirements stipulated hereunder to wit:

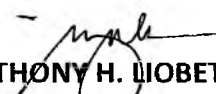
- a. Must have rendered at least three (3) years in service;
- b. Must have a Very Satisfactory Rating for the last three (3) rating periods; or an Outstanding Rating for the last two (2) rating periods

Further, for guidance of all concerned, stated hereunder are the minimum requirements and pertinent documents to be submitted for the reclassification of teaching positions to wit:

Minimum Qualifications:	Documents to be submitted:
<p>For Teacher I to Teacher II</p> <ol style="list-style-type: none"> 1. 20 years in the service; or 2. 3 years plus 20 masteral units, or 3. Combination of MA units and teaching experience (ex. 15 units MA plus 15 years of service, where 3 years = 1 unit, equals 20) 	<ol style="list-style-type: none"> 1. Indorsement / Letter Request for reclassification from school head 2. Equivalent Record Form (5 copies) 3. Updated Service Record (3 copies) 4. Appointment (3 copies) 5. Transcript of Records (Original & 3 copies) <ol style="list-style-type: none"> a. For those without MA, TOR in undergraduate course b. For those with MA, TOR in master's degree course 6. Sworn Statement (if masteral units are taken in private schools) (3 copies) 7. Curricular Offering (for masteral units taken in CMHMS and CPSU (NSCA) - (3 copies) 8. Marriage Contract (for married women)
<p>For Teacher I to Teacher III / Teacher II to Teacher III</p> <ol style="list-style-type: none"> 1. 3 years service plus 42 units / Full-fledge Master's Degree, or 2. 20 years in service plus 20 masteral units 	

Furthermore, the Personnel Unit will continue to process application for ERFs submitted prior the issuance of this memorandum.

Strict compliance and widest dissemination of this memorandum is highly desired.


ANTHONY H. LIOBET, CESO VI
 Asst. Schools Division Superintendent
 Officer-In-Charge