



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region VIII  
**SCHOOLS DIVISION OFFICE OF CATBALOGAN CITY**



August 28, 2018

**DIVISION MEMORANDUM**

No. 305 s. 2018

**To: School Heads  
 Elementary and Secondary Teachers  
 All concerned**

**From: CRISTITO A. ECO, CÈSO VI**  
 Schools Division Superintendent

**PROCESSING OF EQUIVALENT RECORD FORM (ERF)  
 FOR TEACHER II AND TEACHER III**

1. The processing and implementation of the Equivalent Record Form (ERF) is caused by additional qualifications for professional growth of teachers without change in duties and responsibilities.
2. The ERF is governed by the principle "Equal Pay for Equal Training and Experience" (MECS Order No. 33, s. 1984). A teacher may upgrade his position when he upgrades his qualifications, meets the requirements, and obtains an approved Equivalent Record Form (ERF). This is considered as upgrading of one's own item or upgrading position title and salary.
3. The approved ERF is a requirement to support the application for reclassification of a present position to the next higher position.
4. Applicants who meet the requirements below may apply for the evaluation of their Equivalent Record Form (ERF) for the following positions.

**For Teacher II – Bachelor's Degree for Teachers**

At least:

- 21 MA units
- 20 years teaching experience without MA units

**For Teacher III – Bachelor's Degree for Teachers**

At least:

- 20 years teaching experience plus 21 MA units
- 42 MA units

- Teaching Experience in Public: 3 years = 1 unit
- Teaching Experience in Private: 5 years = 1 unit

5. Teacher applicant shall submit the documents listed below in 3 copies each on the month of July to September every year to their school head or to the personnel unit in the division.
  - Equivalent Record Form (ERF)
  - Service Record
  - Transcript of Records (Certified True Copy by the School Registrar)
  - Current Performance Rating (IPCRF)
6. The applicant's qualifications and evidence of professional growth is the basis of the evaluation.
7. Equivalent points are given to Professional Study and Teaching Experience.
8. For the proper information and appropriate guidance of all concerned.

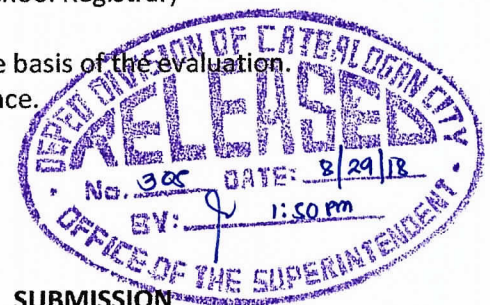
Reference:

MECS Order No. 33 s. 1984

To be indicated in the perpetual index under following subjects:

**ERF**

**REQUIREMENTS**



OSDS/AS2/PU/ACC/08282018



**BuNGKARAS** - Building New Generation Knowledge and Attitudes by Raising Advanced and innovative School Leaders  
 "UderatongamaabikDepEdngamakani" (Empowered and Innovative leadership results to dynamic DepEd)

2<sup>nd</sup> Floor, Laohoo Bldg., Del Rosario St. Catbalogan City  
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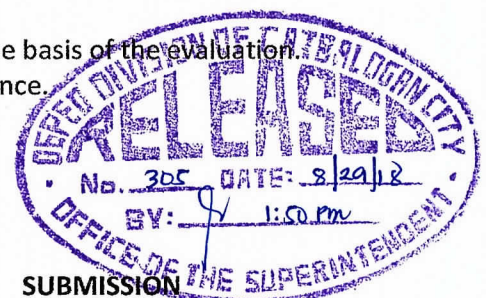
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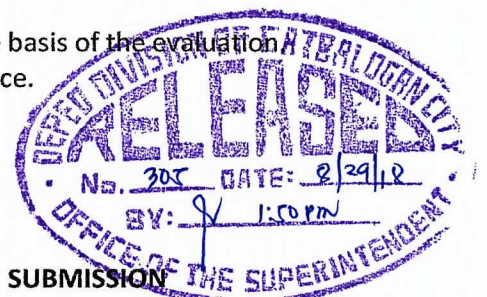
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