



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

8 February 2021

Division MEMORANDUM

No. 075, s. 2021

**REITERATING GUIDELINES IN APPLICATION FOR PROMOTION THRU
RECLASSIFICATION (ERF)**

To : Assistant Schools Division Superintendent
Public Schools District Supervisors/Districts In-Charge/School Head
Concerned Personnel
This Division

1. Please be informed of the following instructions in the processing of Reclassification through Equivalent Rating Form (ERF) for T2 and T3:
 - a. Ensure correct input or accurate computation on ERF (Latest ERF sample attached **A3**, *soft copy can be downloaded at DepEd Surigao del Sur website*), avoid alterations and make sure that the data on ERF are exactly supported with necessary documents;
 - b. Attach only the mandatory requirements (**A2**), unnecessary documents may cause delay on the processing of your application;
 - c. Prepare a neat and clean white folder in two (2) sets (1 set for personal file); and
 - d. Follow the unified front folder label and first page format (sample attached **A1**).
2. Only folders with complete documents will be processed by PSB – Division Office.
3. Documents must be validated and those not original must be certified true *copy by the respective PSDSs/DICs. The PSDSs and DICs are accountable for all ERF applications submitted to the Division Office.*
4. Those who submitted last year 2020 who are not qualified and with duplicate copies may get their folders at the respective district offices.



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
(086) 211-3225
surigaodelsur.division@deped.gov.ph



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6. Immediate, wide dissemination, and strict implementation of this memorandum to all concerned is highly desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: As stated
Reference:

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

Reclass - ERF
INSTRUCTIONS

FORMATS

JCG/DM- Updated guidelines for Reclass-ERF (T2 and T3)
OK/February 15, 2021



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A1 FRONT LABEL ON FOLDER

**Department of Education
Surigao del Sur Division**

Application for

RECLASSIFICATION – ERF
Teacher 2/Teacher 3

Dela Cruz, Juana C.
Applicant



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
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surigaodelsur.division@deped.gov.ph



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A1 FIRST PAGE INSIDE FOLDER

Name of Applicant: **DELA CRUZ, JUANA C.**
Current Position: **Teacher 1**
District: **CAGWAIT**
School: **TAGSGSGSGS**
Contact No.: **09101234567**
Messenger: **amfakfaksfksa**
Current Email Ad: **klanflkfasnlkfnasl**



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A2

**BASIC REQUIREMENTS FOR APPLICATION THROUGH ERF
RECLASSIFICATION AND CONVERSION TO T2 AND T3**

- 1. Four (4) copies of duly accomplished ERF;**
- 2. Updated and comprehensive Service Record;**
- 3. Copy of Transcript of Records (TOR), Special Order and CAV (duly certified true copy from the original by the Record's Officer);**
- 4. IPCR for the last three (3) rating periods (at least VS);**
- 5. Certificate of Employment (for teachers with private school teaching);**
- 6. Original copies of certificates of learning and development activities, scholarship, educational travel;**
 - ✓ **In-service trainings-seminars, workshops, conventions, which no formal award of credit is indicated (division/region/national/international). - 1 unit per 15 hrs**
 - ✓ **In service training courses for which no ormal awards of credit is made (only-in-service training with a corresponding source of authority for holding the activity). - **1 unit per training period of not less than one week****
- 7. Photocopy of Updated PRC License (certified true copy from PRC);**
- 8. Copy of research work with Certificate of Recognition;**
- 9. Four (4) copies Teacher's Sworn Statement of Attending School;
and**
- 10. Copy of thesis /dissertation for full-fledged MA/PhD/EdD.**



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EQUIVALENT RECORD FORM (ERF)

(submit in four copies)

Applicant's Basic Information. Please write legibly.

Name: DALURA, JOVIXSON B. Date of Birth: 11/05/1992 Sex: Male
(Surname) (Given Name) (M.I.)
 Employee Number: 6288560 Authorized Position Title: Teacher I
 Item Number: TCH1-123456-2001 Actual Salary: 22,316/mo.

I. EDUCATIONAL ATTAINMENT AND CIVIL SERVICE ELIGIBILITY

Title, Degree of Highest Grade Attained	Name of Institution	Year Received	Civil Service Eligibility	Rating	Date
BSEd	SDSSU-Main Campus	2014	LET	76.2	09/02/2015
MAEd	SDSSU-Main Campus	18 units			

Only write no. of units earned. If CAR, write CAR with no. of units earned. If Graduated write the YEAR GRADUATED.

II. SERVICE RECORDS (Please attach duly certified copies)

III. Public+Private TEACHING

A. Total Number of Years Teaching: 5 years Equivalent: 1.53 units

B. Degree to Degree Equivalent (Present Degree): BSEd+18 MA units (6.53) Equivalent: BSEd+18 MA units

C. Areas of Equivalent:	Inclusive Dates	No. of Units	Description
1. Professional Study	2018-2019	18 units	MA units
2. Teaching Experience			
a. Public School	2016-present	1.33	
b. Private School	2015-2016	0.2	
3. Administrative Supervisory Experience			
a. Public School	none		
b. Private School			
4. Others (Seminars, Workshops, etc.)	2016-present	5	L & D activities
TOTAL		24.53	

Maximum of 5 units for L&D. L&D includes trainings/seminars/scholarships, etc.

LATEST EFFICIENCY RATING: 3.68 (Very Satisfactory)

Conforme:

For Elem - should be signed by PSDS/DIC
 For Sec - SH is considered

Jovixson B. Dalura

Teacher's Name and Signature

Eppie P. Cabrera

School Principal/School Head/PSDS/DIC

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:

EPPIE P. CABRERA

HRMO

SHIRLENE E. CRABAJALES

Administrative Officer V

JOSITA B. CARMEN, CESO V

Schools Division Superintendent

V. REGIONAL ACTION

Evaluated by:

Certified Correct:

Approved:

FE M. BARING

TCE II

MERIAM C. DELA RITA

Supervising Admin. Officer

EVELYN R. FETALVERO, CESO IV

Asst. Regional Director
 OIC - Office of the Regional Director