



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

Jesus Street, Pulungbulu, Angeles City
Tel. No. (045) 322-5722; 888-0582; 322-4702 / Fax Nos. (045) 887-6099



OCT 12 2016

By _____
DepED Angeles City
Division of City Schools

October 12, 2016

DIVISION MEMORANDUM

No. 313, s. 2016

REVISED EQUIVALENT RECORD FORM (ERF)

To: Heads, Public Elementary and Secondary Schools
All Others Concerned

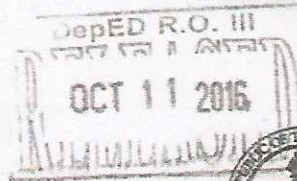
1. For the information and guidance of all concerned, enclosed is a copy of Regional Memorandum No. 152, s. 2016 "The Revised Equivalent Record Form (ERF)" shall be used in the application for the upgrading of position title/salary.
2. Procedures stipulated in the Regional Memorandum No. 118, s. 2016, dated August 9, 2016 remain.
3. For your guidance, information and wide dissemination.


LEILANI S. CUNANAN, CESO VI
Schools Division Superintendent



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III

Government Center, Maimpis, City of San Fernando (P)



REGIONAL MEMORANDUM

No. 152 s. 2016

To : Schools Division Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

REVISED EQUIVALENT RECORD FORM (ERF)

1. Effective immediately, the attached revised Equivalent Record Form (ERF) shall be used in the application for the upgrading of position title/salary of the following:
 - a. Teacher I to Teacher II
 - b. Teacher I to Teacher III
 - c. Teacher II to Teacher III
 - d. Guidance Counselor I to Guidance Counselor II
 - e. Guidance Counselor I to Guidance Counselor III
 - f. Guidance Counselor II to Guidance Counselor III
 - g. Head Teacher I to Head Teacher II
 - h. Head Teacher I to Head Teacher III
 - i. Head Teacher II to Head Teacher III
 - j. Guidance Coordinator I to Guidance Coordinator II
 - k. Guidance Coordinator I to Guidance Coordinator III
 - l. Guidance Coordinator II to Guidance Coordinator III
 - m. Special Education Teacher I to Special Education Teacher II
 - n. Special Education Teacher I to Special Education Teacher III
 - o. Special Education Teacher II to Special Education Teacher III
 - p. Head Teacher IV to Head Teacher V
 - q. Head Teacher IV to Head Teacher VI
 - r. Head Teacher V to Head Teacher VI
 - s. School Librarian I to School Librarian II
 - t. School Librarian I to School Librarian III
 - u. School Librarian II to School Librarian III
2. Procedures stipulated in the Regional Memorandum No. 118, s. 2016, dated August 9, 2016 remain .
3. For information, guidance and compliance.

MALCOLM S. GARMA, CESO V
Director III
Officer-in-Charge
Office of the Regional Director



Republic of the Philippines
 DEPARTMENT OF EDUCATION
 REGION III-CENTRAL LUZON
 Schools Division of _____



EQUIVALENT RECORD FORM

(Submit in Five Copies)

Name: _____ Date of Birth: _____ Gender: _____
 (Surname) (Given) (M.I.)

Employee No. : _____ Authorized Position Title: _____
 Item No. : _____ SG: _____ Authorized Annual Salary: _____

I. Educational Attainment

Masters Degree <i>(write in full with specialization)</i>	Completed/ Units Earned <i>(if not completed)</i>	Name of School	Year Completed	Equivalent

II. Years of Teaching Experience: _____
 Private : _____
 Public : _____

III. Trainings Attended

Title	Inclusive Dates	Number of Hours	Sponsoring Agency

IV. For Head Teacher Positions and Other Related Teaching Positions
 Years of Experience in Present Position: _____

V. Latest Performance Rating: _____

 (Teacher's Signature)

VI. Schools Division Action (For Schools Division Evaluator Only)

Classification	Date Processed	Range Assignment	Salary Grade	Salary Schedule	REMARKS

Certified Correct: _____

Recommending Approval: _____

 AO IV-Personnel
 Schools Division Evaluator

 Schools Division Superintendent

V. DepEd Regional Office Action

Classification: _____ Post Audited Assignment: _____
 Date Processed: _____ Salary Grade : _____
 Salary Schedule : _____
 Remarks : _____

Approved: _____

 Evaluator

 NICOLAS T. CAPULONG, Ph.D.
 OIC-Assistant Regional Director