




Department of Education  
Region III  
**DIVISION OF ANGELES CITY**

Jesus Street, PulungBulu, Angeles City  
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**RELEASED**

OCT 12 2016

By   
DepED Angeles City  
Division of City Schools


October 12, 2016

**DIVISION MEMORANDUM**  
No. 315 S. 2016

**ORIENTATION ON REVISED PROCEDURE IN THE PROCESSING OF  
EQUIVALENT RECORD FORMS (ERFs)**

**TO: Public Elementary and Secondary School Heads/OICs**

1. Please be informed that there will be an Orientation on Revised Procedure in the Processing of Equivalent Record Forms (ERFs) on **October 13, 2016, Thursday, 1:30 p.m., at the Gabaldon Building, Pulungbulu, Angeles City.**
2. The objective of which is to update all school heads in expediting the approval of requests for upgrading of position of teachers..
3. Your attendance is highly enjoined.

  
**LEILANI SAMSON-CUNANAN, CESO VI**  
Officer-in-Charge  
Schools Division Superintendent