



Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**  
Angeles City



Jesus Street, Pulungbulu, Angeles City  
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8-28-13  
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August 27, 2013

**To : ALL PSDS AND SECONDARY SCHOOL PRINCIPALS**

**From : OIC-SDS LUZ C. ARRIOLA**

**Subject : Official Transcript of Records used for Promotions/ERF/Reclassification**

As per Regional Memo dated September 29, 2010, all applications for Equivalent Record forms (ERF) of teachers and request for reclassification of positions of teachers/**master teachers/** school heads received by this office whose Transcript of Records were issued by **Harvardian Colleges** located at Arellano Street, Lourdes, City of San Fernando, Pampanga will be held in abeyance pending verification of their Transcript of Records to the Commission on Higher Education, Regional Office III, City of San Fernando, Pampanga.

With regards to this, please advise your teachers to submit Certification from **Commission on Higher Education, Region III** as a basis for verification that the units earned from the said school were credited by CHED.

Also, teachers who were ranked for Master Teacher I and Master Teacher II need to submit the same and the performance ratings to be used will be from 2010-2011, 2011-2012 and 2012-2013 before their applications will be acted upon.

District/School Committees are advised to take utmost care in evaluating documents, especially Transcript of Records, Certificates, Performance Ratings and other pertinent documents submitted and must follow strictly the deadlines set by their respective districts/schools.

Submission of the said requirements will be on **August 30, 2013.**

For your guidance .

  
**LUZ C. ARRIOLA**  
OIC-Schools Division Superintendent