



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

SEP 21 2023

DIVISION ADVISORY

NO. 174 s. 2023

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Principals
All Other Concerned

This Office informs all concerned regarding on **Lifting Up of the Moratorium on the Submission of Requests for Processing of Equivalent Record Forms (ERFs), Conversion to Master Teacher Positions and Reclassification of Positions (RM No.046, s. 2023)**, as stipulated in Regional Memorandum No. 485, s. 2023, dated September 18, 2023.

Attached is a copy of Regional Memorandum No. 485, s. 2023, for further details and reference.

For information and compliance.

CAROLINA S. VIOLETA, EdD, CESO VI
Schools Division Superintendent

In compliance with DepEd Order No. 8, s. 2013, this Division Advisory is issued not for endorsement per D.O. 28, s. 2001 only for the information of DepEd Officials, personnel as well as the concerned public.

Reference:

Regional Memorandum No. 485, s. 2023

Perpetual Index under:

ERF and Reclassification

Encl: As stated

AD1

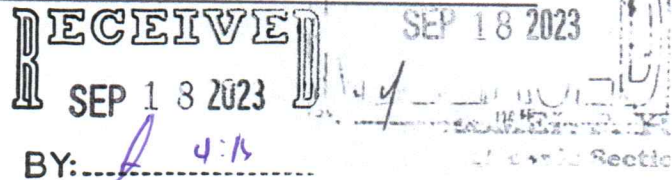


Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM

No. 485 s. 2023



LIFTING UP OF THE MORATORIUM ON THE SUBMISSION OF REQUESTS
FOR PROCESSING OF EQUIVALENT RECORD FORMS (ERFs), CONVERSION
TO MASTER TEACHER POSITIONS AND RECLASSIFICATION OF POSITIONS
(RM No. 046, s. 2023)

To: Schools Division Superintendents
All Other Concerned

1. DepEd Order No. 007, s. 2023, titled, "Guidelines on Recruitment, Selection, and Appointment (RSA) in the Department of Education," which implements the DepEd Merit Selection Plan issued under DepEd Order No. 019, s. 2022, provides the specific guidelines in the selection, hiring, appointment and promotion of individuals to the following positions:
 - a. Hiring of Teacher I positions;
 - b. Hiring and promotion to School Administration Positions;
 - c. Hiring and promotion to Related-Teaching Positions;
 - d. Hiring and promotion to Non-Teaching Positions.
2. Several issues were raised on the implementation of the RSA, and on July 6, 2023, Memorandum No. DM-OUHROD-2023-0922, titled, "Omnibus Clarification and Guidance on DepEd Order No. 007, s. 2023 and Other Matters on Hiring Arrangements of Teachers," was issued clarifying various issues including that on promotion and reclassification to higher teaching positions.
3. Memorandum No. DM-OUHROD-2023-0922, reiterated the provision of the RSA, particularly, Section 78 of Enclosure No. 1 of DepEd Order No. 007, s. 2023, which states, "The existing promotion and reclassification guidelines to higher teaching positions in the Elementary and Secondary levels, including SHS, shall remain in effect, unless otherwise modified or amended by subsequent policies."
4. Further, the Finance Division, this Office, reported that they were able to source-out funds for implementation during the current year of the accumulated previously approved upgrading of positions.



Address: Matalino St. D.M. Government Center, Maimpis, City Fernando (P)
Telephone Number: (045) 598-8580 to 89 Email Address: region3@deped.gov.ph



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

5. In view of the above developments, the moratorium on the submission of requests for processing of ERFs, conversion to Master Teacher positions and reclassification of positions is hereby **lifted effective September 15, 2023**, subject to the following **monthly allocation** to ensure compliance to the Anti-Red-Tape Authority (ARTA) requirements as to timely processing of requests and transactions:

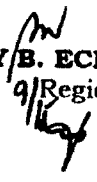
DIVISION	ERF	MT AND RECLASSIFICATION OF POSITIONS
ANGELES CITY	11	5
AURORA	11	5
BALANGA CITY	7	3
BATAAN	11	5
BULACAN	19	7
CABANATUAN CITY	11	5
CITY OF SAN FERNANDO	7	3
GAPAN CITY	7	3
MABALACAT CITY	7	3
MALOLOS CITY	7	3
MEYCAUAYAN CITY	7	3
NUEVA ECIJA	19	7
OLONGAPO CITY	7	3
PAMPANGA	19	7
SAN JOSE CITY	7	3
SAN JOSE DEL MONTE CITY	7	3
SCIENCE CITY OF MUNOZ	7	3
TARLAC PROVINCE	19	7
TARLAC CITY	7	3
ZAMBALES	11	5

6. The implementation of approved upgrading of positions shall be on a first-come first-serve basis. SDOs are advised to prioritize submission of applications with earlier compliance of the requirements, specially, those qualified teachers who have rendered longer period of service.
7. SDOs are advised to conduct inventory of the remaining unimplemented previously approved upgrading of positions for the purpose of prioritization in the submission of request for release of the Notice of Organization, Staffing and Compensation Action (NOSCA) from the Department of Budget and Management (DBM), subject to the availability of funds.



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

8. Notwithstanding this lifting of the moratorium, in the event that new guidelines for the implementation of approved ERFs, conversion to MT positions and reclassification of positions will be issued, unimplemented approved upgrading may be subjected to re-evaluation aligned with the requirements of the new guidelines.
9. Attached are the updated checklists of requirements in the upgrading of the following positions. for ready reference:
 - a. Principal I-IV *{Enclosure No. 1}*
 - b. Head Teacher I-III (Elementary) *{Enclosure No. 2}*
 - c. Head Teacher I-VI (Secondary) *{Enclosure No. 3}*
 - d. Master Teacher I-II (Elementary) *{Enclosure No. 4}*
 - e. Master Teacher I-II (Secondary) *{Enclosure No. 5}*
 - f. Teacher II-III *{Enclosure No. 6}*
10. The SDO HRMO shall pre-evaluate the application and its supporting documents. Applications with deficiency and/or incomplete supporting documents should not be forwarded to the Regional Office.
11. For information, guidance, and strict compliance.


MAY B. ECLAR, PhD, CESO III
Regional Director

References: DO 07, s. 2023
DO 97, s. 2011
DO 39, s. 2007

A1/Per1/per1
September 12, 2023



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Enclosure No. 1 to RM No. _____ s. 2023

**PRINCIPAL
QUALIFICATION STANDARDS**

POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
PRINCIPAL I	Master's Degree in the fields of administration, supervision, leadership or management	Two (2) years as Head Teacher III or 44M, 2 years III VI (SEC)	48 hours of relevant training initiated, sanctioned and approved, recognized by DepEd not used in the immediate previous promotion	RA 1480 (Teacher)
PRINCIPAL II	Master's Degree in the fields of administration, supervision, leadership or management plus 6 Doctoral Units	One (1) year as Principal I	48 hours of relevant training initiated, sanctioned and approved, recognized by DepEd not used in the immediate previous promotion	RA 1480 (Teacher)
PRINCIPAL III	Master's Degree in the fields of administration, supervision, leadership or management plus 12 Doctoral Units	Two (2) years as Principal II	48 hours of relevant training initiated, sanctioned and approved, recognized by DepEd not used in the immediate previous promotion	RA 1480 (Teacher)
PRINCIPAL IV	Master's Degree in the fields of administration, supervision, leadership or management plus 24 Doctoral Units	Two (2) years as Principal III	48 hours of relevant training initiated, sanctioned and approved, recognized by DepEd not used in the immediate previous promotion	RA 1480 (Teacher)

REQUIREMENTS

- _____ Endorsement from the Schools Division Superintendent
- _____ plantilla Allocation List
- _____ Copy of the latest post-audited Personal Services Remuneration and Personnel Personnel Services (PSRS) where the item is reflected
- _____ Notarized list of teachers with their item number to be handled by the incumbent
- _____ Certification of non-availability of item from the HR
- _____ Justification for the reclassification of position
- _____ duly Accomplished PDS (CSC Form 212, Revised 2017) with work experience sheet, if applicable
- _____ Photocopy of academic record such as, but not limited to Transcript of Record (TOR) and Diploma including completion of graduate and post graduate units/degrees, if applicable
- _____ Certified, Authenticated and Verified Transcript of Records from CHED
- _____ Notarized self certification that the applicant officially enrolled, personally attended and obtained his/her units/diploma during the SY as indicated in his/her TOR
- _____ Photocopy of valid and updated PRC License ID
- _____ Photocopy of Certificate of Eligibility/Rating
- _____ Photocopy of latest CSC attested appointment
- _____ Service Records duly signed by the HR
- _____ Photocopy of the Performance Rating in the last rating period covering one (1) year performance in the current/ latest position prior to the deadline of submission, if applicable
- _____ Certificate/Proof of Outstanding Accomplishment in terms of Curriculum, Instruction and Leadership
- _____ Certificate of Training, recognized by DepEd, not used in the immediate previous promotion
- _____ Position Description Form
- _____ NEAP Certification as to Basic Training Course for School Heads attended
- _____ SBM Task Force's Certification as to the rating obtained in the internal and external stakeholder assessment
- _____ Remark duly signed by proper authorities/Division HRMPSB
- _____ Enrollment Data (Form 3) in the present school assignment, including the cluster schools handled (if any)

Additional Requirements for NOEP Non-passer Principal I Applicants

- _____ Supervising a school that belongs to the top 10 Performing schools in the region, division, secondary or elementary level for the last 2 school years based on any three of the following: a. NAT, b. Completion rate, c. Cohort Survival Rate, d. Drop Out Rate, or e. those who have achieved the maturity level of SBM practice and Level III accreditation
- _____ Copy of innovations in curriculum and instruction introduced, adopted or implemented, certified by the SDS
- _____ Certification from the RO that the school achieved the maturity level of SBM practice

NAME: _____

PROPOSED POSITION: _____

SCHOOL/DISTRICT/DIVISION: _____

ITEM NUMBER: _____

EDUCATIONAL ATTAINMENT/ SCHOOL: _____

EXPERIENCE: _____

NUMBER OF TEACHERS: _____

Note: All the submitted photocopies of documents must be certified true copy

I hereby certify that the above documents are complete, adequate, and authenticated records to the best of my knowledge and ability. I understand that I am also held responsible and accountable for whatever inconsistencies made during the process of pre-evaluation.

Evaluated by: _____

Noted by: _____

(Personnel-In-Charge)

(Division HRMO)

Date: _____

Date: _____



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Enclosure No. 2 to RM No. _____ s. 2023

HEAD TEACHER - Elementary
QUALIFICATION STANDARDS

POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	NO. OF TEACHERS
Head Teacher I	At least 12 MA units in the field of education and training, and training in leadership and management	Three (3) years of teaching experience and HRM in elementary school	24 hours of relevant training including leadership and management, and training in leadership and management	SA (non-renewable)	10 teachers to be supervised
Head Teacher II	At least 24 MA units in the field of education and training, and training in leadership and management	Head teacher for one (1) year	24 hours of relevant training including leadership and management, and training in leadership and management	SA (non-renewable)	
Head Teacher III	At least 36 MA units in the field of education and training, and training in leadership and management	Head teacher for two (2) years	24 hours of relevant training including leadership and management, and training in leadership and management	SA (non-renewable)	

REQUIREMENTS

- _____ Endorsement from the Schools Division Superintendent
- _____ plantilla Allocation List
- _____ Copy of the latest year updated Personal Services Information and Profile of Personnel (PSIPPP) where the item is reflected
- _____ Certification of non-availability of item by the HR
- _____ Justification for the reclamation of position
- _____ duly accomplished PDS (CSC Form 212, Revised 2017) with work experience sheet, if applicable
- _____ Photocopy of scholastic records such as but not limited to Transcript of Records (TOR) and Diploma indicating completion of graduate and post graduate units, degree, if applicable
- _____ Certified, Authenticated and Verified (CAV) Transcript of Records from (CHED)
- _____ Notarized self-certification that the applicant actually earned, personally attested and obtained his/her units/diploma during the SYs as indicated in his/her TOR
- _____ Photocopy of valid and updated PRC License/ID
- _____ Photocopy of Certificate of Marital Status
- _____ Photocopy of latest CSC attested appointment
- _____ Service Records duly signed by the HR
- _____ Photocopy of the Performance - Rating in the last rating period covering one (1) year performance in the current career position prior to the deadline of submission, if applicable
- _____ Certificates/Track of Outstanding Accomplishment
- _____ Certificates of Training recognized by DepEd, not used in the immediate previous promotion
- _____ Position Description Form
- _____ Resolution duly signed by proper authority, Division HRMPPSB
- _____ Employment Data Form (EDF) in the present school assignment, including the cluster schools classified at one
- _____ Notarized list of teachers with their item numbers to be handled by the incumbent
- _____ General Class School Program

NAME:

PROPOSED POSITION:

SCHOOL/DISTRICT/DIVISION:

ITEM NUMBER:

0501 DEUSE

EDUCATIONAL ATTAINMENT

EXPERIENCE:

NUMBER OF TEACHERS:

Note: All the submitted photocopies of documents must be certified true copy

I hereby certify that the above documents are complete, adequate, and authenticated records to the best of my knowledge and ability. I understand that I am also held responsible and accountable for whatever inconsistencies made during the process of pre-evaluation.

Evaluated by:

Noted by:

Personnel in Charge:

(Division HRMPPSB)

Date:

Date:



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Enclosure No. 3 to RM No. _____ s. 2023

**HEAD TEACHER -SECONDARY
QUALIFICATION STANDARDS**

POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	NO. OF TEACHERS
HEAD TEACHER I	Bachelor's Degree in Secondary Education or Bachelor's Degree with the professional education units with appropriate field of specialization.	Head Teacher for 1 year or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher I)	7 teachers under the subject area
HEAD TEACHER II	Bachelor's Degree in Secondary Education or Bachelor's Degree with the professional education units with appropriate field of specialization.	Head Teacher for 2 years or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher II)	7 teachers under the subject area
HEAD TEACHER III	Bachelor's Degree in Secondary Education or Bachelor's Degree with the professional education units with appropriate field of specialization.	Head Teacher for 3 years or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher III)	7 teachers under the subject area
HEAD TEACHER IV	Bachelor's Degree in Secondary Education or Bachelor's Degree with the professional education units with appropriate field of specialization.	Head Teacher for 4 years or Master Teacher for 1 year	24 hours of relevant training	RA 1080 (Teacher IV)	24 teachers under the subject area
HEAD TEACHER V	Bachelor's Degree in Secondary Education or Bachelor's Degree with the professional education units with appropriate field of specialization.	Head Teacher for 5 years or Master Teacher for 2 years	24 hours of relevant training	RA 1080 (Teacher V)	24 teachers under the subject area
HEAD TEACHER VI	Bachelor's Degree in Secondary Education or Bachelor's Degree with the professional education units with appropriate field of specialization.	Head Teacher for 6 years or Master Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher VI)	24 teachers under the subject area

REQUIREMENTS

- _____ Endorsement from the Schools Division Superintendent
- _____ plantilla Allocation List
- _____ Copy of the latest post-audited Personnel Services Remuneration and Plantilla of Personnel (PSRPP) where the item is reflected
- _____ Certification of non-availability of item from the HR
- _____ Justification for the reclassification of position
- _____ Fully Accomplished PDS (CSC Form 212, Revised 2017) with work experience sheet, if applicable
- _____ Photocopy of scholar's academic record such as but not limited to Transcript of Records (TOR) and Diploma including completion of graduate and post graduate units, degrees, if applicable
- _____ Certified, Authenticated and Verified Transcript of Records from CHED
- _____ Notarized self-certification that the applicant officially enrolled, personally attended and obtained his/her units/diploma during the NYs as indicated in his/her TOR
- _____ Photocopy of valid and updated PRC License (ID)
- _____ Photocopy of Certificate of Eligibility Rating
- _____ Photocopy of latest CSC attested appointment
- _____ Service Records duly signed by the HR
- _____ Photocopy of the Performance Rating in the last rating period covering one (1) year performance in the current, latest position prior to the deadline of submission, if applicable
- _____ Certificate/Proofs of Outstanding Accomplishment
- _____ Photocopy of Certificate of training recognized by DepEd, not used in the immediate previous promotion
- _____ Rankin duly signed by proper authorities, Division HRMPSB
- _____ Notarized list of teachers with their ID numbers to be handled by the incumbent
- _____ General Class/School Program
- _____ Individual Daily Teacher's Schedule with subject per time schedule

NAME: _____

PROPOSED POSITION: _____

SCHOOL/DISTRICT/DIVISION: _____

ITEM NUMBER: _____

OSEC-DECSH

EDUCATIONAL ATTAINMENT/ SCHOOL: _____

EXPERIENCE: _____

NUMBER OF TEACHERS: _____

SUBJECT AREA _____

Note: All the submitted photocopies of documents must be certified true copy

I hereby certify that the above documents are complete, adequate, and authenticated records to the best of my knowledge and ability. I understand that I am also held responsible and accountable for whatever inconsistency made during the process of pre-examination.

Evaluated by _____

Noted by _____

(Personnel-in-Charge)

(Division HRMO)

Date _____

Date _____



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Enclosure No. 4 to RM No. _____ s. 2023

MASTER TEACHER- Elementary
QUALIFICATION STANDARDS

POSITION	EDUCATION	EXPERIENCE	ADDITIONAL REQUIREMENTS	ELIGIBILITY	Teacher : MT Ratio
Master Teacher I	BEED or Bachelor's Degree plus 18 professional units in Education and 18 Units for a Master's Degree in Education or its equivalent	Three (3) years relevant experience	At least 25 points in leadership and potential or has been a demonstration teacher on district level plus 13 points in leadership and potential	RA 1080 Teacher	6.6% of the total number of teachers in the District
Master Teacher II	BEED or Bachelor's Degree plus 18 professional units in Education and 24 Units for a Master's Degree in Education or its equivalent	One (1) year as MT I or four (4) years as Teacher III	At least 30 points in leadership and potential or has been a demonstration teacher on district level plus 20 points in leadership and potential	RA 1080 Teacher	3.3% of the total number of teachers in the District

REQUIREMENTS

- _____ Endorsement from the Schools Division Superintendent
- _____ plantilla Allocation List
- _____ Copy of the latest post-audited Personal Services Formulation and Roster of Personnel (PSFOP) where the item is reflected
- _____ Certification of non-availability of item from the HR
- _____ Justification for the reclassification of position
- _____ duly Accomplished PDS (CSC Form 212, Revised 2017) with work experience sheet, if applicable
- _____ Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma including completion of graduate and post graduate units/degrees, if applicable
- _____ Certified, Authenticated and Verified Transcript of Records from CHED
- _____ Notarized self-certification that the applicant officially enrolled, personally attended and obtained his/her units/ diploma during the SYs as indicated in his/her TOR
- _____ Photocopy of valid and updated PRC License/ID
- _____ Photocopy of Certificate of Eligibility/Rating
- _____ Photocopy of latest CSC attested appointment
- _____ Service Records duly signed by the HR
- _____ Photocopy of the Performance Rating in the last rating period covering one (1)-year performance in the current/latest position prior to the deadline of submission, if applicable
- _____ Certificates/Proofs of Outstanding Accomplishment
- _____ Photocopy of Certificate/s of Training recognized by DepED, not used in the immediate previous promotion
- _____ Ranklist duly signed by proper authorities/ Division HRMPSB
- _____ Updated District Data Bulletin with school breakdown and complete data
- _____ Updated List of Master Teachers in the District
- _____ General Class/School Program
- _____ Individual/ Daily Teacher's Schedule

NAME: _____

PROPOSED POSITION: _____

SCHOOL/DISTRICT/DIVISION: _____

ITEM NUMBER: _____

OSEC/DEX/SB

EDUCATIONAL ATTAINMENT/ SCHOOL: _____

EXPERIENCE: _____

NUMBER OF TEACHERS:

Teacher I-III	MT 1	MT 2

Note: All the submitted photocopies of documents must be certified true copy

I hereby certify that the above documents are complete, adequate, and authenticated records to the best of my knowledge and ability. I understand that I am also held responsible and accountable for whatever inconsistencies made during the process of pre-evaluation.

Evaluated by _____

Noted by _____

(Personnel-in-Charge)

(Division HRMO)

Date _____

Date _____



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

MASTER TEACHER - Secondary
QUALIFICATION STANDARDS

POSITION	EDUCATION	EXPERIENCE	ADDITIONAL REQUIREMENTS	ELIGIBILITY	Teacher : MT Ratio
Master Teacher I	Bachelor of Secondary Education or Bachelor's Degree plus 18 professional units in Education with appropriate major and 18 Units for a Master's Degree in Education or its equivalent	Three (3) years relevant experience	At least 25 points in leadership and potential or has been a demonstration teacher on district level plus 15 points in leadership and potential	RA 1080 (Teacher)	5-6 teachers to be handled / subject area
Master Teacher II	Bachelor of Secondary Education or Bachelor's Degree plus 18 professional units in Education with appropriate major and 24 Units for a Master's Degree in Education or its equivalent	One (1) year as MT I or four (4) years as Teacher III	At least 30 points in leadership and potential or has been a demonstration teacher on district level plus 20 points in leadership and potential	RA 1080 (Teacher)	

REQUIREMENTS

- _____ Endorsement from the Schools Division Superintendent
- _____ plantilla Allocation List
- _____ Copy of the latest Post-Audited Personal Services Remission and Plantilla of Personnel (PSRPP) where the item is reflected
- _____ Certification of non-availability of item
- _____ Justification for the reclassification of position
- _____ Daily Accomplished PDS (CSC Form 212, Revised 2017) with work experience sheet, if applicable
- _____ Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma including completion of graduate and post graduate units/degrees, if applicable
- _____ Certified, Authenticated and Verified Transcript of Records from CHED
- _____ Notarized self certification that the applicant officially enrolled, personally attended and obtained his/her units, diploma during the SYs as indicated in his/her TOR
- _____ Photocopy of valid and updated PRC License (ID)
- _____ Photocopy of Certificate of Eligibility/Rating
- _____ Photocopy of latest CSC attested appointment
- _____ Service Records duly signed by the HR
- _____ Photocopy of the Performance Rating in the last rating period covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable
- _____ Certificates/Proofs of Outstanding Accomplishment
- _____ Certificates of Training recognized by DepED, not used in the immediate previous promotion
- _____ Ranklist duly signed by proper authorities, Division HRMPSB
- _____ Notarized list of teachers with their item numbers per subject area
- _____ General Class/School Program
- _____ Individual/ Daily Teacher's Schedule (with subject per time schedule)

NAME: _____

PROPOSED POSITION: _____

SCHOOL/DISTRICT/DIVISION: _____

ITEM NUMBER: OSEC DECSB

EDUCATIONAL ATTAINMENT/ SCHOOL: _____

EXPERIENCE: _____

SUBJECT AREA : _____

NUMBER OF TEACHERS:

Teacher I-III	MT I	MT II

Note: All the submitted photocopies of documents must be certified true copy

I hereby certify that the above documents are complete, adequate, and authenticated records to the best of my knowledge and ability. I understand that I am also held responsible and accountable for whatever inconsistencies made during the process of pre-evaluation.

Evaluated by _____

Noted by _____

Date _____ (Personnel-in-Charge)

Date _____ (Division HRMO)



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Enclosure No. 6 to RM No. ____ s. 2023

REQUIREMENTS FOR EQUIVALENT RECORD FORM (ERF)

NO.	REQUIRED DOCUMENTS	NO. OF COPY/IES
1.	Endorsement Letter from the Schools Division Superintendent	2
2.	Plantilla Allocation List (PAL)	4
3.	Equivalent Record Form (ERF)	4
4.	Original Transcript of Records (TOR) with S.O. for Private Schools and Board Ref/Resolution for Public Schools	1
5.	MA Curriculum certified by the Registrar	1
6.	Updated Service Records	2
7.	Copy of Appointment duly attested by the Civil Service Commission (CSC)	1
8.	Xerox copy of approval sheet for Thesis	1
9.	Notarized list of teachers to be supervised with subject area and item number/for Head Teacher	1
10.	Updated Personal Services Itemization & Plantilla of Personnel (PSIPOP)	2
11.	Certification, Authentication and Verification (CAV) from the Commission on Higher Education (CHED)	1



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Enclosure No. 6 to RM No. ____ s. 2023

Division _____

EQUIVALENT RECORD FORM

(Submit in Four Copies)

Name: _____ Date of Birth: _____ Gender: _____
(Surname) (Given Name) (Middle Name)

Employee No.: _____ Authorized Position Title: _____

Item No.: _____ SG: _____ Authorized Annual Salary: _____

I. Educational Attainment

Master's Degree (Write in full with specialization)	Completed/ Units Earned (if not completed)	Name of Schools	Year Completed	Equivalent

II. Years of Teaching Experience: _____

Private: _____

Public: _____

III. Training 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
					NBC: ____ S. ____

Certified Correct: _____

Recommending Approval: _____

Administrative Officer IV - HRMO
Schools Division Evaluator

Schools Division Superintendent

VII. DepEd Regional Office Action

Classification: _____
Date Processed: _____

Post Audited Assignment: _____
Salary Grade: _____
Salary Schedule: _____
Remarks: _____

Approved: _____

Evaluator