

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

















Department of Education

REGION III-CENTRAL LUZON

REGIONAL MEMORANDUM No. 485 s. 2023 DECEIVED SEP 1 8 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

- 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:
 - 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 Oder 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



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.







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- 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

9 Regional Director

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

A1/Perl/perl September 12, 2023







Department of Education

REGION III-CENTRAL LUZON

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

ELIGIBILITY

BA 1984 - Textiles

PRINCIPAL QUALIFICATION STANDARDS
EDUCATION EXPERIENCE TRAIN

Two (2) years as Head Tea her III (4.42.M) 2 years IIT VI (SEC

TRAINING

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PRINCIPAL II	of administration, supervision, lendership or namigement plus 6 Doctural Units	One (leve ar as Principal I	45 hours of relevant trainable induced but it med end approved re-denized be Deployed used in the immediate previous promotion	PA 1 450 (Tracker)
PRINCIPAL III	Masters, Degree in the fields of administration, supervision, leadership or management plus 12 Doctoral Units	Two (2) years as Principal II	On liquing or relevant training antiared is not coold and appresed recognized by Deplid not used in the immediate previous premotion	RA 1689 (Jeas tier)
PRINCIPAL IV	Master : Degree in the fields of administration supervision: leadership or management plus 24 Doctoral Units	Two (2) years as Principal III	Perhodos of reference from opological ed- sometime found approximal recognized in Deplied in founded in the initiodiate presions promotion.	BA 1.850 (Tess her)
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POSITION

PRINCIPAL I

Master's Degree in the fields of administration,

supervision leader-dap or management Master's Degree in the fields





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 one of \$2 MA content the levels of a final stratum statement in leadership.	Three for each translation expression and IRC for at least 1 section.	#1 End of result to pulse into tell reports of the design of the control of the c	XA 400 orangedaya	
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PROPOSED POSITION:		
SCHOOL/DISTRICT/DIVISION:		
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	OSEC DECSE	
EDUCATIONAL ATTAINMENT		
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NUMBER OF TEACHERS:		
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Department of Education

REGION III-CENTRAL LUZON

Enclosure No. 3 to RM No.

s. 2023

HEAD TEACHER -SECONDARY OUALIFICATION STANDARDS

POSITION	EDUCATION	EXPERIENCE	TRAINING	BLIGHBILITY	NO. OF TEACHERS
HEAD TEACHER I	Harnela's degree at becoming liditation of distinct of Degree with the professional editions and match appropriate field of specialization	His for a secondar Demokes for Operation	24 nours of relevant Training	RA 1080 Hearlies	
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HEAD TEACHER III	DS Sectionary Education or the hard a begand with 18 professional Littlean on Units with appropriate field of apecialization.	Head feacher for 2 years of feacher for Exercis	24 hours of relevant Training	RA 1080 (Teacher)	i tem lintu mider Gie subject men
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HEAD TEACHER VI	No Necessiam Bain at mor Ho kerics devree ath in profess was falcate no two mash appropriate held of special waters	Mea Leacher for Content or General or Master Teallor or A Seass	24 smitte of selector framing	RA 1050 jiha lari	24 trachers under trachizayet areas

REQUIREMENTS hadorsement from the Schools Division Superintendent Plantille Allocation Lies Cops of the latest post litable d Personal Services Remarks and Pantalla of Fersonal dPSDF0P, whose the area is reflected Certification of non-availability of item from the HR Justification for the reclination of position Dob. We complished PDS & SC Form, 212. Revised 2017 with work experience, shows, if applicable Photocopy of scholasta /academic record such as but not binated to transcript of Records (10He and Diploma including completion of graduate and post gradute units-degrees, it applicable Certified: Authenticated and Verdied, cranscript of Records from CHED Notarized self-certification that the applicant officinal enrolled personally attended and obtains drive her anity, diploma during the SSs as indicated in his/her 1199. Positivops of ealid and applied PRC Lowing . ID Photocopy of Certificate of Euchhitts, Riding Photocops of latest CSC attested appointment Service Records duly agreed by the HR Photocopy of the Performance Rating in the list rating period covering one (1) was performance in the current, latest position prior to the deadline of submission, d applie able Certificates Proofs of Outstanding Assumptionness Programms of Certificate, wor grammar recognized by DephA), not used in the manedistropic views premisters Rankast daily signed by proper authorates Division HRMPSB Notanged for of teachers with their Penenumbers to be handled by the incumbent General Classe School Program. individual. Daily Teartiers Schedule (with sangest per time schedule NAME: PROPOSED POSITION: SCHOOL/DISTRICT/DIVISION: ITEM NUMBER: OSEC-DECSB-EDUCATIONAL ATTAINMENT/ SCHOOL: EXPERIENCE: NUMBER OF TEACHERS: SUBJECT AREA Note: All the submitted photocopies of documents must be certified true copy Exercise certify that the above documents are complete, adequate, and authorita ated records to the least of my knowledge and ability fundershind that I am also need responsible and accountable for whatever inconsistency a made during the process of pre-Evaluated by





Date



(Personnel-in-Charge)

(Daytsion HRMO)



Bepartment of Education

REGION III-CENTRAL LUZON

Enclosure No. 4 to RM No.

s. 2023

MASTER TEACHER- Elementary
OUAUFICATION STANDARDS

POSITION	EDUCATION	EXPERIENCE	ADDITIONAL REQUIREMENTS	ELIGIBILITY	Teacher . NO Bost
Master Teacher I	HEED or Rachelor'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	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)	6.6 of the total number of touchers in the District
Master Teacher II	HEED or Bachelor's Degree plus 18 professional times in Education and 24 Urats for a Master's Degree in Education or it's equivalent	MT 1	At least 30 points in leasdership and potential or has bren a demonstration teacher on district level plus 20 points as leadership and potential	RA 1686 (Teacher-	3.3% of the total number of teachers in the District

REQUIREMENTS

Endorsement from the Schools Davision Superintendent Plantilla Aliocation List Copy of the latest post-audited Personal Services Remainist and Fundia of Personnel (PSIPOP) where the item is reflected Certification of non-availability of item from the HR Justification for the reclassification of position Duk Accomplished PDS (CSC Form 212, Revised 2017) with work experience sheet, if applicable Photocopy of schellasts (academic record such as but not limited to Transcript of Records (TOR) and Diplama including completion of graduate and post graduite units/degrees, if applicable Certified Authoriticated and Venified Transcript of Records from CHED Notarized self-certals amon 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 opdated PRC License/ID Photocopy of Certificate of Elizability/Rating Photocopy of latest CSC attested appointment Service Records duly signed by the HR Photocopy of the Performance Ruing in the last rating period covering one (1) year performance in the current/latest position prior to the deadline of submission, if appllicable Certificates/Proofs of Outstanding Accomplishment Photocopy of Certificate/s of Training recognized by DepED, not used in the mamediate 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 DECSB EDUCATIONAL ATTAINMENT/ SCHOOL: EXPERIENCE: Teacher 1-10 MT 1 MT2 NUMBER OF TEACHERS: Note: All the submitted photocopies of documents must be certified true copy Thereby 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 Neted by (Personnel-in-Charge) iDivision HRMO: Date









Department of Education REGION III-CENTRAL LUZON

MASTER TEACHER - Secondary

QUALIFICATION STANDARDS

POSITION	EDUCATION	experience	Additional requirements	ELIGIBILITY	Teacher : MT Ratio
Master Teacher I	Bactarler of Secundary Education or Bactarler's Degree play 18 professional amount Education with appropriate major and 18 Units for a Meyor's Begree in Education or its equivalent	Tarec (3) years relevant expenence	At least 25 pearts in leadership and potential or has been a lemonated on teacher on chare? leading the pearts in leadership and potential.	RA 1080 √Feacher;	5-6 teachers to be
Master	Bachelar of Secondary falso atom or Bachelar o Degree plan 15 professional amts in falso atom with appropriate		M knot 10 points in leasdership and peternal or has bosn a	RA 1080	hundled (subject area
Teacher II	major and 24 Units for a Master's Degree in Lidia about or its equivalent		lemonstratuer, teas her on district evel plus 40 points in leadership mal p-dential	(Teacher)	

	NEQ(JIREMENT	S	
Endorsement from the Se	hools Darson Suprimende			
Plantilla Allocation List				
Copy of the latest Post-Au	dited Personal Services Renau	ation and Pantilla	of Personnel (PSIPOP) where the	remais reflected
Certification of non-avail.	ibility of item			
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Duly Accomplished PDS (CSC Form 212, Revised 201	7) with work exper	ence sheet, if apply able	
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Department of Education

REGION III-CENTRAL LUZON

Enclosure No. 6 to RM No. s. 2023

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









Department of Education region iii-central luzon

Enclosure No. 6 to	RM No.	S	2023
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Division

EQUIVALENT RECORD	F	'ORM
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(Surname)	(Given Name)	Date of Birth: Gender:				
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Item No.:	8G: _	Authorized Annual Salary:				
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V. Latest Performan	ace Rating:					
		(Teacher's Signature)				
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VII. DepEd Regional	Office Action					
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		Salary Schedule: Remarks:				
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Eval	uator	Approved.				