



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

OCT 25 2024

DIVISION MEMORANDUM
No. 430, s. 2024

**CLARIFICATION ON THE SUBMISSION OF REQUESTS FOR PROCESSING
OF EQUIVALENT RECORDS FORMS (ERFS) AT THE SCHOOLS DIVISION
OFFICE OF BATAAN**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads/Principals
Public Elementary and Secondary Teaching Personnel
All Others Concerned

1. This Office informs all concerned that the release of the **National Budget Circular No. 594, s. 2024**, dated August 12, 2024, titled, **"Implementation of the First Tranche of the Updated Salary Schedule for Civilian Government Personnel Under Executive Order (EO) No. 64, s. 2024"** has affected the processing of the requirements for ERFs. Updates to the salary schedule should now be reflected in documents for ERFs such as **Service Records, Personal Services Itemization and Plantilla of Personnel (PSIPOP), step increment records, and Application Forms.**
2. Additionally, the Regional Office issued **Regional Memorandum No. 627, s. 2024**, dated September 17, 2024, titled, **"Clarification on the Education Requirement of Applicants to Teacher III Position through Equivalent Record Form (ERF) with emphasis on item no. 5, "Under the above category (MA Equivalent) it is necessary for the teacher to have earned or completed the academic requirements for an MA to equal the number of units required for graduation including thesis writing."**
3. Currently, this Office is processing 158 applications in the **Personnel and Administrative Unit**, which will be endorsed to the **Regional Office by November 15, 2024**. While there is no limit on the submission and acceptance of Equivalent Record Forms by the Regional Office, this Office will continue to accept applications after November 15, 2024.



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- Teachers are encouraged to pursue continuous learning and development relevant to their work, actively seeking opportunities to enhance their skills, knowledge, and competencies. Engaging in professional growth not only enriches teaching practices but also contributes to a more dynamic and effective learning environment for students.
- Immediate and wide dissemination of this Memorandum is desired.

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

Encls: As stated

To be included in the perpetual index under the following subjects:

ADVANCEMENT
EDUCATION
RECORDS
TEACHERS

Equivalent Record Forms

AD31
October 22, 2024



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