



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL

January 4, 2021

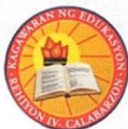


Regional Memorandum

**REITERATING SUBMISSION OF COMPLETE REQUIREMENTS FOR ERF AND
RECLASSIFICATION OF POSITIONS**

To **Schools Division Superintendents
School Heads of Public Elementary and Junior High Schools
All Others Concerned**

1. It was observed in past years that many applications for Equivalent Record Form (ERF) and reclassification of position were returned to the Division Offices for compliance of some requirements.
2. This memorandum is issued to remind all the personnel-in-charge or Human Resource Management Officers to meticulously check that all required documents are complete and in order before submitting the same to the Regional Office for action, as follows:
 - 2.a) For applications for ERF
 - 2.a.i Recommendation from the SDS
 - 2.a.ii Duly Filled-up ERF application
 - 2.a.iii Updated Service Record
 - 2.a.iv Duly Authenticated Transcript of Records for Masteral/Doctoral Program (by the CHED)
 - 2.a.v Seminars/Trainings attended (if not MA graduate)
 - 2.a.vi Course Curriculum/Syllabus
 - 2.b) For Reclassification of Position
 - 2.b.i Indorsement/recommendation from the SDS
 - 2.b.ii Updated Service Record
 - 2.b.iii Duly Authenticated Transcript of Records for Masteral/Doctoral Program (by the CHED)
 - 2.b.iv Ranklist for the current year
 - 2.b.v SF-7 for the current school year
 - 2.b.vi Duly authenticated copy of certificates of attendance to seminars (Basic Training Course for School Heads from NEAP – for Principal applicants only)
 - 2.b.vii Plantilla Allocation List (2 copies) with a copy of the latest PSIPOP from



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- the DBM GMIS
- 2.b.viii List of teachers per subject area (for secondary)
 - 2.b.ix Duly approved ERF
3. Applications for ERF or reclassification of position shall be returned if found incomplete as to requirements.
 4. It is likewise advised that all approved ERFs for the past years which have not been submitted for reclassification should be monitored and submitted to this Office as priority for this year's reclassification.
 5. Immediate dissemination and strict compliance of this Memorandum is enjoined.


WILFREDO E. CABRAL
Regional Director

g-4-21

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