



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

March 17, 2021

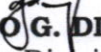
DIVISION MEMORANDUM

No. 085, s. 2021

CHANGE OF SIGNATORY IN THE EQUIVALENT RECORD FORM (ERF)

To: OIC – Asst. Schools Division Superintendent
District Supervisors
Principals In-Charge
School Heads, Elementary and Secondary Schools
All Others Concerned

1. In consonance to DepEd Order No. 02 s. 2021 “Revised Signing Authorities for Administrative and Financial Matters”, particularly Part IV.I of the enclosure which specifically identifies the authorized signatories of the ERF, as follows:
Endorsement: School heads
Recommending Approval: Head of Admin, Schools Division Superintendent
Approval: Regional Director
2. As stipulated in Regional Memorandum No. 123, s. 2021 “Change of Signatory in the Equivalent Record Form (ERF)”, the ERFs which are already at the Division Office ready for submission to the Regional Office just change the signatory of the recommending approval to SDS and approval to RD. Other signatories may still remain. But those which are still on process at the school level shall strictly follow the attached template. Deadline of submission of application for reclassification to *the Regional Office* is still on March 31, 2021.
3. The submission of the pertinent documents to the Division Office, particularly to the Human Resource and Management Office is on or before March 29, 2021 to give ample time for the processing of the documents and transmittal to the Regional Office.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.


GORGONIO G. DIAZ JR. PhD, CESO V
Schools Division Superintendent

References: RM No. 123 s. 2021



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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 10, 2021

REGIONAL MEMORANDUM

No. **123** | s. 2021

CHANGE OF SIGNATORY IN THE EQUIVALENT RECORD FORM (ERF)

To: Schools Division Superintendents
All Others Concerned

1. In consonance with DepEd Order No. 2, s. 2021 **Revised Signing Authorities for Administrative and Financial Matters**, particularly **Part IV.I** of the enclosure which specifically identifies the authorized signatories of the ERF, as follows:

Endorsement	:	School Head
Recommending Approval	:	Head of Admin, Schools Division Superintendent
Approval	:	Regional Director

2. For ERFs which are already at the Division Office ready for submission to the Regional Office, just change the signatory of the recommending approval to SDS and approval to RD, other signatories may still remain. But for those which are still on process at the school level shall strictly follow the attached template. Deadline of submission of application for reclassification is still on **March 31, 2021**.

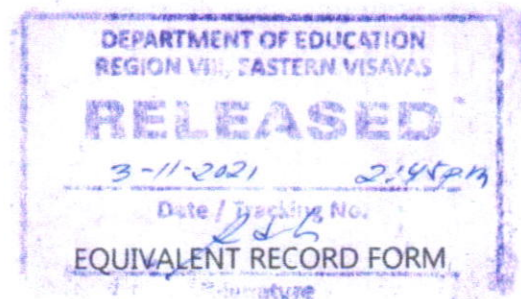
3. Immediate dissemination of and strict compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA

Regional Director 

Enclosure: New ERF Template
Reference: DepEd Order No. 2, s. 2021
To be indicated in the Perpetual Index
under the following subjects:

CHANGE OF SIGNATORY



AD-PS-EDR



Enclosure to Regional Memorandum No. _____, s. 2021

Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS
 Division of _____
 School _____

EQUIVALENT RECORD FORM (ERF)

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

Employee No.: _____ Authorized Position Title (Present): _____

Item No.: _____ P.D. No.: _____ Authorized Salary: _____

I. Educational Attainment and Eligibility

Degree/Course/ Highest Educational Attainment	Name of School or Institution	Year Graduated	PRC/CSC Eligibility	Rating Obtained	Date of Conferment/ Examination

II. Service Records: Attached duly Certified Service Record

III. Equivalent Units:

- A. Total No. of Years in Teaching (Public Only): _____ Equivalent: _____
 - B. Degree-to-Degree Equivalent (Present Degree): _____ Equivalent: _____
 - C. Areas of Equivalents:
 - 1. Professional Study: _____
 - 2. Teaching Experience (Public School): _____
 - 3. Others (Seminars, Workshops, etc.): _____
- Total: _____
- PERFORMANCE RATING (Latest Rating Period): _____

Teacher's Signature

Endorsed by:

School Head

NOTE: Teachers do not write below

IV. Division Action

Classification	Date Processed	Range Assignment	Salary Grade	Scheduled Salary	Remarks

Certified Correct:

Recommending Approval:

Administrative Officer V

Schools Division Superintendent

Approved:

MA. GEMMA MERCADO LEDESMA
 Regional Director