



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

Office of the Schools Division Superintendent

August 28, 2024

DIVISION MEMORANDUM
 No. 238, s. 2024.

**SCHEDULE OF ACCEPTANCE OF APPLICATION FOR RECLASSIFICATION
 /UPGRADING OF ITEMS THRU ERF OF TEACHING AND TEACHING-
 RELATED POSITIONS THIS DIVISION**

To: Division Chiefs
 District/ School Heads
 All Other Concerned

1. **Regional Memorandum No. 981 s, 2024** dated August 20, 2024, announced the Schedule for Acceptance of Application for Reclassification / Upgrading of Items thru ERF by the Regional Office. The said applications shall be processed by DepEd Regional Office for the **1st Quarter of 2025**.
2. In consonance with the above Regional Memorandum, this Division hereby announces that it shall likewise accept applications for Reclassification/Upgrading of Items from **October 01, 2024, to January 31, 2025**, to **avoid rush submission and volume submission** during the deadline and facilitate and ensure smooth, orderly and speedy processing of the documents for reclassification by the Division HRM Office.
3. The following positions are eligible for reclassification
 - a. Teacher I-III (Elementary and Junior High School)
 - b. Special Education Teacher I-III (Elementary and Junior High School)
 - c. Master Teacher I-II (Elementary)
 - d. Master Teacher I-IV (Junior High School)
 - e. Head Teacher I-III (Elementary)
 - f. Head Teacher I-VI (Junior High School – Recommendees must be handling a School)
 - g. Principal I-IV (Elementary and Junior High School)
 - h. Principals of Integrated Senior High School (Reference: DO 19, s. 2016)
 - i. Principals of Stand-Alone Senior High School (Reference: DO 19, s. 2016)
4. The required documents for submission are as follows, **and shall be submitted, starting September 01, 2024, to the assigned Administrative Officer II (AOs) in the Districts/ Schools where the applicant belongs:**

Upgrading of Position thru ERF (Teacher I-III)	Reclassification to Master Teacher Position (Elem/Sec)	Reclassification to School Head/Principal Position



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
 Telephone Nos: (055) 500 1020
 Email Address: northernssamar@deped.gov.ph
 Division Official Website: <https://northernssamar.deped.gov.ph>

1. Equivalent Record Form (ERF) (3 original copies)	1. Ranklist	1. CSC Form 212 (1 original copy)
2. CSC Form 212 (1 original copy)	2. CSC Form 212 (1 original copy)	2. Updated Service Record (1 original copy)
3. Updated Service Record (1 original copy)	3. Updated Service Record (1 original copy)	3. Latest Transcript of Records <i>for Principal: Doctoral</i>
4. Last Approved Appointment (1 authenticated copy)	4. Transcript of Records/ Certification of Completed Academic Requirements (CAR) (1 certified true copy)	4. Certificate of Basic Training Course for School Heads certified by NEAP/ School Heads Development Program (SHDP)/ Learning Delivery Modalities (LDM) Course for School Heads (1 certified true copy)
5. TOR(Bachelor/MA) (1 authenticated copy)	<i>Additional Requirements for Secondary Applicants:</i> List of Secondary School Teachers per School per Subject Area using the attached template (2 original copy)	5. Equivalent Record Form (ERF) (2 original copies) (for HT IV only)
6. Performance Rating (Latest/Approved by SDS) (1 original/authenticated copy)		7. NEAP Certification as to the results of QEP/PMAT/NQESH/ Principal's Test for Principal Position (1 certified true copy)
		8. Designation as School Head issued by the SDS for Head Teacher applicant in the Secondary Level (certified true copy)

5. Please be guided that **ONLY** the following **trainings for School Heads duly certified by the National Educator's Academy of the Philippines** shall be **permitted**:

- a. Basic Training Course for School Heads;
- b. School Heads Development Program (SHDP);
- c. Learning Delivery Modalities (LDM) Course for School Heads;

- d. Other School Heads training courses not listed above shall be supported by Means of Verification that such trainings are **duly certified by the NEAP CO/HRDD-RO**
6. The Administrative Officer II (AOs) assigned to each district/school in order to facilitate and ensure smooth, orderly and speedy processing of the documents for reclassification by the HRM Office shall perform the following tasks and functions:
- a. The AOs shall prepare individual Equivalent Records Form using the herein enclosed template and ensure that all entries therein are correct and arrange those same documents in accordance with item 4 of this memorandum.
 - b. The AOs shall be responsible for submission and transmittal of the documents to the Division HRM Office **strictly within the period prescribed** in item 2 of this memorandum.
7. Immediate dissemination of and compliance to this Memorandum are so desired.

G. Aljibe, Jr.
GAUDENCIO C. ALJIBE, JR, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

DepEd Northern Samar
RELEASED

8/28/2024

Enclosure No. _____, to Division Memorandum No. 278 s. 2024



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

Office of the Schools Division Superintendent

EQUIVALENT RECORDS 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 Attainments and Eligibility

Degree/Course/ Highest Educational Attainment	Name of School or Institution	Year Graduated	PRC/CSC Eligibility	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 (Seminar, Workshop, 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:

EUNICE V. TARINGTING
HRMO

GAUDENCIO C. ALJIBE, JR, CESO VI
OIC Schools Division Superintendent

Approved:

EVELYN R. FETALVERO, CESO III
Regional Director