



Division Memorandum
No. 852, s. 2019

**DEADLINE FOR SUBMISSION OF APPROVED EQUIVALENT
RECORD FORM (ERF)**

To : Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
Teachers and All Others Concerned

1. Attached is a Regional Memorandum No. 0682, s. 2019, announces the submission of APPROVED Equivalent Record Form starting December 6, 2019 and the deadline is on May 29, 2020.
2. Required documents for implementation of APPROVED ERFs must be complete and endorsed by the Public Schools District Supervisors. Please use WHITE LONG FOLDER.
3. For further details, please refer to the attached Regional Memorandum.
4. Wide dissemination of this memorandum is desired.

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SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
149119

09 DEC 2019



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director


DEC 02 2019

Regional MEMORANDUM
No. 0682, s. 2019

**DEADLINE FOR SUBMISSION OF APPROVED EQUIVALENT
RECORD FORM (ERF)**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. To expedite the processing of approved ERF applications for Elementary and Junior High School positions with the Department of Budget and Management, Schools Division Offices are enjoined to submit the same to the Regional Office through the Records Unit starting December 6, 2019. The deadline for submission of approved ERFs is slated on May 29, 2020.
2. May it reminded that reclassification for Teacher II and Teacher III positions need not to be ranked since these positions do not involve management and supervision and no ratio is required as to number of teachers occupying such positions in a certain school. In special case for those who are already tenured in service but still occupying Teacher I position, SDOs are encouraged to revisit DECS Order No. 52, s. 1999 (Automatic Position Upgrading) in the processing of their ERF applications.
3. It is hereby reiterated that the guidelines for the reclassification and conversion of positions for Senior High School and Non-teaching personnel are not yet available, thence all related applications momentarily shall not be accommodated. A memorandum, however, will be released outright once the guidelines are available.
4. All approved ERFs shall be endorsed by proper authority. In the absence of such, same shall not be given action.
5. For immediate dissemination and compliance.


SALUSTIANO T. JIMENEZ EdD, JD, CESO V
Director III
Office of the Regional Director

ASD/BDT



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City