



Republic of the Philippines
Department of Education

REGION XI
SCHOOLS DIVISION OF DAVAO ORIENTAL

Office of the Schools Division Superintendent

JAN 08 2024

DIVISION MEMORANDUM

No. 004 s. 2024

**ACCEPTANCE OF DOCUMENTS FOR THE IMPLEMENTATION OF APPROVED
EQUIVALENT RECORD FORMS (ERFs) AND RECLASSIFICATION OF POSITIONS
FOR FY 2024**

To : Public Schools District Supervisors
Public Elementary and Secondary School Heads
Kindergarten Teachers, Special Education Teachers, Elementary and
Junior High School Teachers
This Division

This is to inform the field that this Office now accepts documents for
Reclassification/Upgrading of an item to the next higher position for Elementary and
Junior High School (JHS). ***Please take note that we don't have qualification
standard yet for Senior High School (SHS) reclassification of items.***

For reclassification of position, **a rank list is not a requirement**, only an
approved Equivalent Record Form (ERF) together with the necessary documents are
needed

In view of the Reclassification of Positions, the items can be applied by the
incumbents who are qualified for the said positions, to wit:

- a. Equivalent Record Forms (ERFs);
 - Teacher I to Teacher II/III
 - Teacher II to Teacher III
 - Teacher I/II/III to SPET I/II/III (*teachers with area of specialization on special education and are handling students with special needs for at least 3 years or more*)
 - Special Education Teacher I (SPET I) to SPET II/III
 - Special Education Teacher II (SPET II) to SPET III
 - Teacher I/II/III to Head Teacher I (*Department Head per subject area*)
 - Head Teacher I to Head Teacher II/III (*Department Head per subject area*)
 - Teacher I/II/III to Head Teacher I/II/III/IV/V/VI (*still based on the number of teachers supervised*)



Teacher applicants shall submit thru their school heads or directly to the Personnel Unit in the Division the documents listed below.

REQUIREMENTS FOR EQUIVALENT RECORD FORM (ERF)

1. Duly accomplished Equivalent Record Form (ERF) – 5 original copies
2. Duly accomplished CSC Form 212 (PDS) – 1 original copy
3. Transcript of Records (College, Master's Degree, Doctoral if applicable) – 1 certified copy each
4. CAV of Master's degree and/or Doctoral, if applicable – 1 certified true copy each
5. Updated Service Records (within 3 months) – 2 original copy
6. Performance Rating for the last three (3) consecutive years – 1 certified copy each
7. Latest appointment – 1 certified true copy
8. Authenticated PRC License – 1 certified true copy
9. Certified photocopy of rating obtained in LET/ PBET – 1 certified true copy
10. Marriage contract if applicable – 1 certified true copy
11. Omnibus Certification – 1 original copy

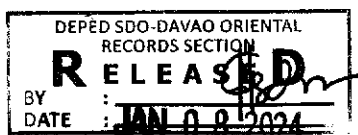
REQUIREMENTS FOR DEPARTMENT HEAD TEACHER I – VI

1. Duly accomplished Equivalent Record Form (ERF) – 5 original copies
2. Duly accomplished CSC Form 212 (PDS) – 1 original copy
3. Transcript of Records (College, Master's Degree, Doctoral if applicable) – 1 certified copy each
4. CAV of Master's degree and/or Doctoral, if applicable – 1 certified true copy each
5. Updated Service Records (within 3 months) – 1 original copy
6. Performance Rating for the last three (3) consecutive years or two (2) years if rating are both "Outstanding" – 1 certified copy each
7. Latest appointment – 1 certified true copy
8. Renewed PRC License – 1 certified true copy
9. Designation Order (at least 1 year) – 1 certified true copy
10. Notarized Organization Chart – 2 original copy
11. Notarized List of Teachers per subject area – 2 original copies
12. Omnibus Certification – 1 original copy

NOTE: ALL REQUIREMENTS MUST BE PLACED IN **ONE WHITE FOLDER** AND ARRANGE ACCORDING TO THE LIST ABOVE. FOLDERS WITH LACKING DOCUMENTS SHALL NOT BE ACCEPTED. PAPER FASTENER MUST BE ON THE UPPER PORTION OF THE PAPER. PHOTOCOPIED DOCUMENTS MUST BE CERTIFIED BY THE PRINCIPAL/PSDS.

The Personnel Section shall accept the application starting **January 10, 2024** until **January 31, 2024** to give ample time for the checking of the documents as to the completeness and veracity, prior to the submission to the Regional Office.

For the proper information and appropriate guidance of all concerned.



1:37 P.M

DR. JOSEPHINE L. FADUL
Schools Division Superintendent



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 REGION XI

SCHOOLS DIVISION OF DAVAO ORIENTAL

Office of the Schools Division Superintendent

JAN 08 2024

DIVISION MEMORANDUM

No. 003, s. 2024

1ST DIVISION MANAGEMENT COMMITTEE MEETING FOR CY 2024

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

The Division shall convene its Management Committee for a meeting on **January 9, 2024**, which will start at exactly **9:00 AM** to be held in **Honey's Hotel, Matiao, City of Mati**, Davao Oriental to discuss updates for the 1st quarter of 2024.

All the participants enumerated below are directed to attend:

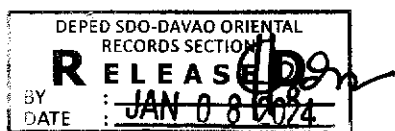
Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Division Coordinators
 Section/Unit Heads
 Secondary School Heads
 Central Elementary School Heads

Chiefs of functional divisions, section/unit heads are hereby directed to prepare for a presentation of updates for the first quarter of the year.

Expenses for meals of the participants shall be charged against Division MOOE while travel and other incidental expenses of the participants from schools and districts shall be charged against their respective MOOE.

Punctuality and attendance of all concerned is highly enjoined.

Immediate and widest dissemination of this Memorandum is desired.



for:
DR. JOSEPHINE L. FADUL
 Schools Division Superintendent

SGOD/cns

