



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes

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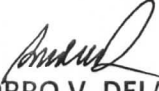


ASED

DepEd Division Office of Catanduanes
RECORDS SECTION
Date SEP 24 2018
Time: 8:14 AM
Initial/Signature: [Signature]

MEMORANDUM

TO : SECONDARY SCHOOL HEADS OF AUTONOMOUS SCHOOLS

FROM : 
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT : SUBMISSION OF REQUEST FOR THE IMPLEMENTATION OF
APPROVED EQUIVALENT RECORD FORMS

DATE : September 24, 2018

In order to expedite the processing of request for upgrading of positions due to Equivalent Record Forms (ERFs) at DepED Regional Office, this Office hereby reiterates the hereunder list of requirements to be submitted on or before **October 5, 2018** at the SDO-Personnel Section. Please take note that only two (2) copies for every document is required.

1. Original copies of the Plantilla Allocation List (PAL)
2. Original copies of the Updated Service Record
3. Certified true copies of the Approved Equivalent Record Form (ERF)
4. Certified true copies of the marriage contract (*this applies to married female teacher whose ERF has been approved while she was still single*)

For guidance and immediate compliance.