



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

DIVISION MEMORANDUM

No. 117, s. 2025

ACCEPTANCE OF APPLICATION FOR EQUIVALENT RECORD FORMS (ERFs) AND RECLASSIFICATION OF POSITIONS FOR FY 2025

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors/In-Charge of Districts
Elementary & Secondary School Heads/In-Charge
All Others Concerned

1. Pursuant to Regional Memorandum No. 146, s. 2025, re: "*Submission of Requests for the Approval/Implementation of the Approved Equivalent Record Forms (ERFs) and Reclassification of Positions for FY 2025*," this Office will start accepting applications for the teacher upgrading positions through ERFs for approval/implementation **until February 14, 2025, 5pm** as well as reclassification of master teacher and school head positions **until February 13, 2025, 5pm** on a **first-come, first-served basis** and contingent upon the availability of funds and compliance with the existing budgeting, accounting, and auditing rules and regulations.
2. The Division Human Resource Management Officer (HRMO) will conduct an initial evaluation to determine the completeness and accuracy of submitted documents, as well as the qualifications of the applicants. Applicants shall submit the pertinent requirements to be evaluated at the Schools Division Office (SDO)-Personnel Section.
3. This Office will also accept applications for reclassification from **Master Teacher I to Master Teacher II** and **Master Teacher II to Master Teacher III** positions in secondary schools (Junior High School only).
4. Please refer to Regional Memorandum No. 146, s. 2025 for the checklist of required documents for the approval/implementation of approved ERFs and reclassification of positions.
5. In addition, this Office will not accept applications for reclassification to Master Teacher I (Elementary) position due to the excess number of allocated Master Teacher I and Master Teacher II per district.
6. Applications for Head Teacher and Master Teacher I positions that were returned in FY 2024 due to lack of documentary requirements shall resubmit at the SDO-Personnel Section earlier than the deadline set.
7. For reclassification for Head Teacher & School Principal positions, please be guided by DepEd Order No. 97, s. 2011 (Revised Guidelines on the Allocation and Reclassification of School Head Positions).
8. For information, guidance and immediate compliance.

By Authority of the OIC-Schools Division Superintendent:

DELFIN A. BONDAD
OIC-Assistant Schools Division Superintendent
Officer-in-Charge



San Roque, Virac, Catanduanes

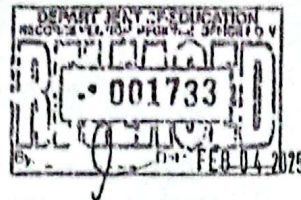
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Republic of the Philippines
Department of Education
REGION V - BICOL



28 Jan 2025

REGIONAL MEMORANDUM
No. 00146, s. 2025

SUBMISSION OF REQUESTS FOR THE APPROVAL AND/OR IMPLEMENTATION OF THE APPROVED EQUIVALENT RECORD FORMS (ERFs) AND RECLASSIFICATION OF POSITIONS FOR FY 2025

To : Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Please be informed that this Office is now accepting requests for the approval and/or implementation of ERFs and reclassification of positions **until February 20, 2025**. Processing of these requests will be done on a first-come, first-served basis, with priority given in the following order:

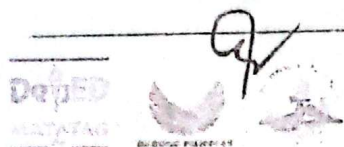
- a. ERFs approved in the prior years that have not yet been implemented;
- b. This year's requests for approval and/or implementation of approved ERFs;
- c. Requests for approval of ERFs and reclassification of positions that were returned in FY 2024 due to lack of documentary requirements; and
- d. New requests for reclassification of positions including Master Teachers, Head Teachers (Department Heads), and School Heads (School Principals and Head Teachers).

2. To ensure smooth and efficient processing of requests, please adhere to the following guidelines:

- a. The Division Human Resource Management Officer (HRMO) will conduct an initial evaluation to determine the completeness and accuracy of submitted documents, as well as the qualifications of the applicants.
- b. Only those requests with complete documentary requirements, the correct item number (basis on the issuance of NOSCA by the DBM), actual salaries indicated in the PSIPOP consistent with the submitted updated service records, and those that meet the criteria set by Department of Education (DepEd), Civil Service Commission (CSC), and Department of Budget and Management (DBM) for purposes of reclassification of positions will be forwarded and recommended for approval by the Schools Division Superintendent to this office.

3. All requests received by this Office are subject to re-evaluation/validation. If found in order, they will be forwarded to the Department of Budget and Management, Regional Office No. 5, subject to the availability of funds and compliance with the existing budgeting, accounting, and auditing rules and regulations.

4. This Office will also accept requests for reclassification to Master Teacher III position in secondary schools, as outlined in the attached letter dated January 5, 2023, from Undersecretary Gloria Jumamil-Mercado of the Human Resource and



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Organizational Development, National Educators Academy of the Philippines, and Teacher Education Council Secretariat.

According to Chapter 6, sub-item no. 6.3.2.3, of the DBM's Manual on Position Classification and Compensation, which was circularized through Circular Letter (CL) No. 2007-6 dated February 9, 2007, the quota system on the allowable number of Master Teacher positions in secondary schools is as follows:

*One (1) Master Teacher position **regardless of level** may be allowed per subject area with at least 5-7 authorized teacher positions within the school.*

Please be guided by the following requisites/qualifications needed for a candidate to be considered for the Master Teacher III position in secondary schools.

- a) Master Teacher II;
- b) M.A. in education or equivalent;

The following are considered M.A. equivalents:

- i. Bachelor's degree for teachers or equivalent plus 20 years experience and at least 20 M.A. units;
 - ii. Bachelor's degree for teachers or equivalent plus at least 20 graduate units and at least 18 credit allowances.
- c.) Very satisfactory performance rating as Master Teacher II; and
d.) At least 45 points in leadership, potential, and achievement, provided the activities or accomplishments cited for this purpose had not been credited for an earlier promotion.

5. Attention is invited, for information and guidance, to Item no. 7, Part II (Scope) of DepEd Order No. 20, s. 2025, titled "Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions", which is self-explanatory and quoted as follows:

This policy shall likewise exclude the process and criteria for reclassification of teaching and school head positions in the Elementary and Secondary levels. The existing guidelines on the reclassification shall remain in effect unless otherwise repealed, modified, or amended by subsequent policies. (underscoring supplied for emphasis)

6. Please refer to separate sheets for the checklist of required documents for the approval and/or implementation of approved ERFs and reclassification of positions.
7. If you have any questions or need clarification, please email the Personnel Section of this office at personnelrov@deped.gov.ph.
8. Please be guided accordingly.


GILBERT V. SADSAD
Regional Director

AD/PS-matb
01/28/2025

CHECKLIST OF REQUIREMENTS

A. RECLASSIFICATION OF POSITIONS

ELEMENTARY LEVEL

- FROM TEACHER TO MASTER TEACHER I
- FROM MASTER TEACHER I TO MASTER TEACHER II

- ✓ Endorsement of the SDS
- ✓ Plantilla Allocation List (PAL)
- ✓ Justification for the Reclassification of Position
- ✓ Certification that the incumbent fully meets the QS set by the CSC/DepEd for the position as reclassified
- ✓ Updated Service Record
- ✓ Rank list (for purposes of reclassification only)
- ✓ Waiver (if lone candidate)
- ✓ Duly accomplished Evaluation Sheet by the Division HRMO
- ✓ List of teachers by school in the district (to be prepared by the District Planning Officer and certified correct by the PSDS) - position title and item no. of every teacher must be indicated
- ✓ Transcript of Records / B.O.
- ✓ Copy of the previous appointment
- ✓ PRC Certification of Good Standing
- ✓ Teacher's License
- ✓ Report of Board Rating
- ✓ Certificates of participation in relevant trainings attended
- ✓ District Data Bulletin (to be prepared by the Division Planning Officer and certified correct by the SDS)
- ✓ Copy of the leaf of the current plantilla, indicated therein the name and the item no. of the recommendee
- ✓ Certification of no pending staffing modification (promotion, reclassification, resignation, etc.) issued by the concerned Schools Division Superintendent through the Division Administrative Officer IV (HRMO).

SECONDARY LEVEL

- FROM TEACHER TO HEAD TEACHER (DEPARTMENT HEAD)
- FROM HT1/HT2/HT3 TO HT4/HT5/HT6 (DEPARTMENT HEAD)
- FROM TEACHER TO MASTER TEACHER I
- FROM MASTER TEACHER I TO MASTER TEACHER II
- FROM MASTER TEACHER II TO MASTER TEACHER III

- ✓ Endorsement of the SDS
- ✓ Plantilla Allocation List (PAL)
- ✓ Justification for the Reclassification of Position
- ✓ Certification that the incumbent fully meets the QS set by the CSC/DepEd for the position as reclassified
- ✓ Updated Service Record
- ✓ Rank list (for purposes of reclassification only)
- ✓ Waiver (if lone candidate)
- ✓ Duly accomplished Evaluation Sheet by the Division HRMO
- ✓ List of teachers supervised (for HT only)

- Position title and item no. of every teacher must be indicated
 - HT1-HT3 = at least 6 teachers excluding the recommendee
 - HT4-HT6 = at least 21 teachers excluding the recommendee
- ✓ Transcript of Records / S.O.
- ✓ Designation as TIC/chairman of the Dept. (for HTs only)
- ✓ Copy of the previous appointment
- ✓ PRC Certification of Good Standing
- ✓ Teacher's License
- ✓ Report of Board Rating
- ✓ Certificates of participation in relevant trainings attended
- ✓ Complete List of Teachers by Department (with position title and item number)
- ✓ BPS Form Nos. 29, 30, 31/SF 7 and Class Program
- ✓ Latest copy of the PSIPOP of the school
- ✓ IPCRF for the last two years for MT1; IPCRF rating as MT1 for MT2; IPCRF rating as MT2 for MT3
- ✓ Certification of no pending staffing modification (promotion, reclassification, resignation, etc.) issued by the concerned Schools Division Superintendent through the Division Administrative Officer IV (HRMO).

SCHOOL HEAD POSITIONS (Head Teacher and School Principal)

- ✓ Endorsement of the SDS
 - ✓ Plantilla Allocation List (PAL)
 - ✓ Rank list (for purposes of reclassification only)
 - ✓ Evaluation Sheet
 - ✓ Certified, Authenticated, and Verified (CAV) Transcript of Records / S.O.
 - ✓ Copy of the previous appointment
 - ✓ PRC Certification of Good Standing
 - ✓ Teacher's License
 - ✓ Report of Board Rating
 - ✓ Certificate of Training Attended
 - ✓ Justification for the Reclassification of Position
 - ✓ Duly accomplished CS Form 212 (Personal Data Sheet)
 - ✓ Updated Service Record
 - ✓ Performance rating for the last three (3) consecutive years
 - ✓ Certificates/Proofs of Outstanding Accomplishment
 - ✓ ERF for HT positions; Position Description Form for Principal positions
 - ✓ Copy of the designation as TIC for HT1 and P1 position
- ✓ *NEAP certification as to the result of NQEP taken and Basic Training Course for School Heads attended
 - Principal I: NQEP Report of Rating and completed the Basic Course for School Heads
 - Principal II, III, IV: NQEP Report of Rating and Certificates of participation certified by DepEd ROV- HRDD
 - ✓ *SBM Task Force's Certification as to the rating obtained in the internal and external stakeholders' assessment
 - ✓ *Division PSB's certification on the points obtained in the Psychosocial Attributes and Personality Traits Assessment
- ✓ Enrolment Data (Form 3) in the present school assignment, including cluster schools handled, if any.
 - ✓ Copy of the latest post-audited PSIPOP where the item is reflected
 - ✓ Certification of non-availability of item
 - ✓ List of Teachers under supervision, with the identification of their respective plantilla item number per the latest post-audited PSIPOP

- ✓ Copy of the latest post-audited PSIPOP wherein the names of the teachers under the supervision are reflected
- ✓ Certification of no pending staffing modification (promotion, reclassification, resignation, etc.) issued by the concerned Schools Division Superintendent through the Division Administrative Officer IV (HRMO).

As an exception to *

- ✓ Supervising a school that belongs to the top 10 Performing Schools in the region/division/secondary or elementary level for the last 2 school years on any three (3) of the following
 - National Achievement Test
 - Completion Rate
 - Cohort Survival Rate
 - Drop Out Rate
 - Those who have achieved maturity level of SBM practice and level III accreditation
- ✓ Introduced, adopted, or implemented innovations in curriculum and instruction certified by the SDS

BASIC REQUIREMENTS IN APPLYING FOR ERF:

- ✓ Original copy of Official Transcript of Records (OTR) and Special Order (for private schools) and/or Certification of graduation duly certified by the school concerned.
- ✓ Sworn Statement of a teacher if units were earned in a private school.
- ✓ Updated Service Record
- ✓ Original or certified photocopy of an approved ERF as Teacher II, if any (for an application to Teacher III only).
- ✓ Certification from the school concerned regarding the no. of units for graduation in MA if claiming for T2 & T3 or Certification of Complete Academic Requirements (CAR) or Certification that the applicant has passed the Comprehensive Examination.
- ✓ Pre-evaluated Equivalents Record Form (ERF) by SDO (3 copies)
- ✓ Original copy of certificates of training/seminars attended (International, National, Regional, and Division Level)
- ✓ Other supporting documents for professional activities (if any)
- ✓ IPCRF (Only teachers with at least a Very Satisfactory (VS) performance rating should be recommended for upgrading)
- ✓ **Additional Requirements:**
 - Original copy of the Plantilla Allocation List
 - Certified true copy of the marriage contract (this applies only to married female teacher whose ERF has been approved while she was still single)
 - Certification of no pending staffing modification (promotion, reclassification, resignation, etc.) issued by the concerned Schools Division Superintendent through the Division Administrative Officer IV (HRMO).
 - Endorsement of the SDS

All photocopied documents must be duly authenticated by an authorized official.