

DepEd Division of Catanduanes
RECORDS SECTION

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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

March 14, 2025

DIVISION MEMORANDUM
No. *247*, s. 2025

ACCEPTANCE OF APPLICATION FOR TEACHER II AND TEACHER III POSITIONS THROUGH 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. The DepEd Schools Division Office of Catanduanes announces the acceptance of applications through Equivalent Record Forms (ERFs) and reclassification of positions for FY 2025:

Equivalent Record Forms (ERFs):		
From	To	
Teacher I	Teacher II	Elementary and JHS
Teacher I	Teacher III	Elementary and JHS
Teacher II	Teacher III	Elementary and JHS
Reclassification:		
From	To	
Master Teacher I	Master Teacher II	Junior High School
Master Teacher II	Master Teacher III	Junior High School

2. This Office will also accept applications for reclassification of school head positions and head teacher positions (Department Head). For reclassification to 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) and for reclassification to Head Teacher positions (Department Head) please refer to DepEd Order No. 7, s. 2023 (Guidelines on Recruitment, Selection and Appointment in the Department of Education).

3. There is no reclassification to Master Teacher I (Elementary) due to the excess number of allocated Master Teacher I and Master Teacher II per district.

4. Attached is the checklist of requirements for ERFs and reclassification of positions.



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5. Deadline of submission for reclassification of positions will be on **March 18, 2025, 5pm** and for ERFs will be on **March 19, 2025, 5pm**.
6. For information, guidance and immediate compliance.

CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

CHECKLIST OF REQUIREMENTS

A. RECLASSIFICATION OF POSITIONS

ELEMENTARY LEVEL

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

- ✓ Embossment of the SDS
- ✓ Plantilla Allocation List (PAL)
- ✓ Justification for the Reclassification of Position
- ✓ Certification that the incumbent fully meets the QP 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 DDO - position title and item no. of every teacher must be indicated
- ✓ Transcript of Records / CV
- ✓ Copy of the previous appointment
- ✓ PRC Certification of Good Standing
- ✓ Teacher's License
- ✓ Report of Board Rating
- ✓ Certificate of participation in relevant trainings attended
- ✓ District Data Bulletin (to be prepared by the Division Planning Officer and certified correct by the DDO)
- ✓ Copy of the lead of the current plantilla, indicated therein the name and the item no. of the recommender
- ✓ 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

- ✓ Embossment of the SDS
- ✓ Plantilla Allocation List (PAL)
- ✓ Justification for the Reclassification of Position
- ✓ Certification that the incumbent fully meets the QP 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)

- o 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 PSIFOP 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
 - o Principal I: NQEP Report of Rating and completed the Basic Course for School Heads
 - o 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 PSIFOP 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 PSIFOP

- ✓ 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 Equivalent 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:**
 - o Original copy of the Plantilla Allocation List
 - o Certified true copy of the marriage contract (this applies only to married female teacher whose ERF has been approved while she was still single)
 - o Certification of no pending staffing modification (promotion, reclassification, resignation, etc.) issued by the concerned Schools Division Superintendent through the Division Administrative Officer IV (HRMO).
 - o Endorsement of the SDS

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