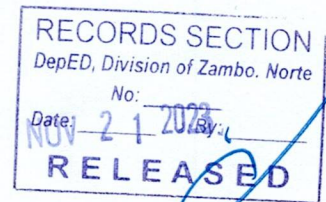




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**Office of the Schools Division Superintendent**



Division Advisory No. 108 s. 2023  
November 21, 2023

In compliance with DepEd Order (DO) No. 8 s. 2013  
This advisory is issued not for endorsement per DO 28, s. 2001,  
But only for the information of DepEd officials,  
personnel/staff, as well as the concerned public.  
(Visit [www.depedzn.net](http://www.depedzn.net))

**COMPLIANCE OF EQUIVALENT RECORD FORM**

For the smooth processing of the upgrading and validation of the classification level of teachers, this office enjoins all applicants to accurately comply with the filling out of the Equivalent Record Form (ERF). It is necessary that the ERF shall be evaluated properly as it is the determinant factor in the allocation of the teachers' salary range. Anent, the following shall be complied with:

- a. All ERF shall be printed in a Long Bond paper;
- b. The signatories in part V of the ERF Form is for Regional Action do not make any entry/changes;
- c. Attach only the enumerated requirements as specified in the checklist;
- d. Revision and/or alteration of the ERF is not allowed;

Prior to the submission of the ERF in this Office the Administrative Officer II shall check and countersign the said document for its completeness and veracity.

For guidance and widest dissemination.

Enclosed: Reclass Checklists  
Sample ERF Form

Personnel/PJB/ Advisory ERF/ 11212023



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

Website: [www.depedzn.net](http://www.depedzn.net)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Name:

Division:

School:

Mobile Number:

LIST OF ERF REQUIREMENTS FOR ERF TEACHER II & III		REMARKS	
		COMPLETE (pls. check)	IN-COMPLETE
1	Endorsement from the PSDS/SCHOOL HEAD stating/Justifying that the incumbent of the position to be reclassified is qualified to occupy the new position (3copies)		
2	Duly Accomplished ERF (5copies), properly signed by the applicant		
3	Transcript of Records (TOR) reflecting Bachelor's Degree, MA degree, units earned or completed of academic requirements (CAR) with special order Number for private schools duly authenticated by the issuing school (1 copy)		
4	Update Service Records issued by the authorizes official (2 copies)		
5	Certificate of Performance Rating for the last 3 years (Numerical and adjectival rating duly approved by the authorized DepEd Official DepEd Order No. 2,s.2016 (1 copy)		
6	Omnibus Sworn Statement that all documents submitted are true and correct (1 copy)		
7	Existing/Actual Duties and responsibilities-Position Description Form (2 copies) duly sided by the applicant and immediate supervisor.		

Name:

Division:

school:

Mobile Number:

CHECKLIST OF REQUIREMENTS FOR SPET( RECLASSIFICATION) SPET-I,SPET-II AND SPET-III APPLICATION		REMARKS	
		COMPLETE (pls. check)	IN COMPLETE
1	Endorsement from the PSDS/SCHOOL HEAD stafying/justifying that the incumbent of the position to be reclassified is qualified to the new position (3 copies)		
2	Duly accomplished ERF (5 copioes), properly signed by the applicant		
3	Update Service Records issued by the authrized official (1 copy)		
4	Certification of Performance Rating for the last 3 school year (Numerical and Adjectival rating) duly approved by the DepEd Officials DepEd Order No. 2,s.2016 (1 copy)		
5	TOR reflecting Bachelor's Degree, MA degree, units earned or completion of academic requirements (CAR) with special order Number for private schools duly authenticated by the issuing school (1copy)		
6	Certification that he school is s SPED Center ( For SPET 1-III) (1 Copy)		
7	List f pupils enrolled in SPED Class Program ( SPET I-III) prepared by the applicant, certified correct by the Principal and noted by the District Sipervisor (1 copy)		
8	Existing/Actual Duties and responsibilities-Position Description Form (1 copy), duly signed by the applicant and immediate supervisor.		
9	Omnibus Sworn Statement that all documents submitted are true and correct duly signed by the applicant duly sworn to by lawyer (1 copy)		

Name:

Division:

school:

Mobile Number:

	CHECKLIST OF REQUIREMENTS FOR ERF HEAD TEACHER POSITION RECLASSIFICATION FOR HT- III,IV,V,VI POSITION Elementary & secondary	REMARKS	
		COMPLETE	IN COMPLETE
1	Endorsement from the PSDS/SCHOOL HEAD stafying/justifying that the incumbent of the position to be reclassified is qualified to occupy the new position (3 copies)		
2	Duly accomplished ERF (5 copioes), properly signed by the applicant and authorized signatories		
3	Update Service Records issued by the authrized official (1 copy)		
4	Certification of Performance Rating for the last 3 school year (Numerical and Adjectival rating) duly approved by the DepEd Officials DepEd Order No. 2,s.2016 (1 copy)		
5	TOR reflecting Bachelor's Degree, MA degree, units earned or completion of academic requirements (CAR) with special order Number for private schools duly authenticated by the issuing school (1copy)		
6	Enrolment Data (SF4) in the present school assignment, including the cluster school handled, prepared by the Principal (Elementary) duly initiated by the Division Planning Officer and approval by the SDS (2 copies)		
7	Designation Order department as OIC/TIC/ cluster head for 1year up in a particular school or department issued by the Schools Superintendent (HTI Position) both Elem. And Sec.		
8	Master Class Program ( Secondary) Prepared by the Principal duly initiated by the Division Planning Officer and approved by the SDS (1 copy)		
9	List of Teachers Supervised with item numbers for both Elementary and Secondary Levels atleast 6 teachers prepared by the Principal, duly initiated by the Division Planning Officer and approved by the SDS (2 copies)		
10	Position Description Form (2 copies)		
11	Attach certificate relevant training initiated sanction, approved,recognized by DepEd not used in theimmediate previous promotion, atleast <b>32 hours</b>		
12	Omnibus Sworn Statement that all documents submitted are trueand correct duly signed by the applicant duly sworn to by lawyer(1 copy)		

Name:

Division:

school:

Mobile Number:

CHECKLIST OF REQUIREMENTS FOR ERF HEAD TEACHER POSITION RECLASSIFICATION FOR HT-I,II, POSITION Elementary & secondary		REMARKS	
		COM- PLETE	IN COMPLETE
1	Endorsement from the PSDS/SCHOOL HEAD staffing/justifying that the incumbent of the position to be reclassified is qualified to occupy the new position (3 copies)		
2	Duly accomplished ERF (5 copies), properly signed by the applicant and authorized signatories		
3	Update Service Records issued by the authorized official (1 copy)		
4	Certification of Performance Rating for the last 3 school year (Numerical and Adjectival rating) duly approved by the DepEd Officials DepEd Order No. 2,s.2016 (1 copy)		
5	TOR reflecting Bachelor's Degree, MA degree, units earned or completion of academic requirements (CAR) with special order Number for private schools duly authenticated by the issuing school (1copy)		
6	Enrolment Data (SF4) in the present school assignment, including the cluster school handled, prepared by the Principal (Elementary) duly initiated by the Division Planning Officer and approval by the SDS (2 copies)		
7	Designation Order as OIC/TIC/ cluster head for 1 year up in a particular school or department issued by the Schools Division Superintendent (HT-I Position) both in elementary and secondary level ( 1copy)		
8	Master Class Program ( Secondary) Prepared by the Principal duly initiated by the Division Planning Officer and approved by the SDS (1 copy)		
9	List of Teachers Supervised with item numbers for both Elementary and Secondary Levels atleast 6 teachers prepared by the Principal, duly initiated by the Division Planning Officer and approved by the SDS (2 copies)		
10	Attach certificate relevant training initiated sanction, approved, recognized by DepEd not used in their immediate previous promotion, <b>atleast 24 hours</b>		
11	Omnibus Sworn Statement that all documents submitted are true and correct duly signed by the applicant duly sworn to by lawyer(1 copy)		
12	Position Description Form ( 2copies)		



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region IX, Zamboanga Peninsula  
**DIVISION OF ZAMBOANGA DEL NORTE**  
 Dipolog City 7100  
**EQUIVALENT RECORD FORM**  
 (Submit in Five Copies)



Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_  
 (Surname) (Given Name) (Middle Name)

Employee No.: \_\_\_\_\_ Authorized Position Title: \_\_\_\_\_  
 Item No.: \_\_\_\_\_ P.D./L.O. No.: \_\_\_\_\_  
 District: \_\_\_\_\_ School Assignment: \_\_\_\_\_

**I. Educational Attainment and Civil Service**

Title Degree or Highest Grade Attained	Name of Institution	Year Received	Civil Service Examination	Rating	Date

**II. Service Records: (Attach Duly Certified Service Record)**

**III. Equivalent Units:**

- A. Total Number of Years Teaching (Public Only) Equivalent: \_\_\_\_\_  
 B. Degree to Degree Equivalent: (Present Only) Equivalent: \_\_\_\_\_  
 C. Areas of Equivalent

	School Year	No. of Units	Description
1. Professional Study			
2. Teaching Experience			
a. Public School			
b. Private School			
3. Administrative Supervisory			
a. Public School			
b. Private School			
4. Others (Seminars, Workshops, Etc.)			
<b>TOTAL</b>			

Latest Efficiency Rating: \_\_\_\_\_

Adjectival and Numerical Rating)  
 Note: (Teachers Do Not Write Below)

\_\_\_\_\_  
 (Teacher's Signature)

**IV. Division Action**

Classification	Date Processed	Range Assignment	Salary Range	Scheduled Salary	Remarks
Head Teacher VI		M.A. Deg. EdD Deg.	19	616,284.00	NBC No 591 s. 2023
Head Teacher V		M.A. Eq.; M.A. Deg.; Ed. D. Deg.	18	560,700.00	NBC No 591 s. 2023
Head Teacher IV		M.A. Eq.; M.A. Deg.; Ed. D. Deg.	17	516,360.00	NBC No 591 s. 2023
Head Teacher III		M.A. Eq.; M.A. Deg.; Ed. D. Deg.	16	476,064.00	NBC No 591 s. 2023
Head Teacher II		M.A. Eq.; M.A. Deg.; Ed. D. Deg.	15	439,428.00	NBC No 591 s. 2023
Head Teacher I		M.A. Eq.; M.A. Deg.; Ed. D. Deg.	14	406,116.00	NBC No 591 s. 2023
Teacher III		M.A. Eq.; M.A. Deg.; Ed. D. Deg.	13	375,840.00	NBC No 591 s. 2023
Teacher II		BSE+20; MA Eq.	12	349,980.00	NBC No 591 s. 2023
SPET-III		M.A. Deg.	16	476,064.00	NBC No 591 s. 2023
SPET-II		M.A. Deg.	15	439,428.00	NBC No 591 s. 2023
SPET-I		M.A. Eq.	14	406,116.00	NBC No 591 s. 2023

Certified Correct:

Recommending Approval:

**MARYLYNNE B. BAYRON**

**ROY C. TUBALLA EMD, JD, CESO VI**

Administrative Officer IV - Personnel

Schools Division Superintendent

**V. Regional Action:**

Classification: T-II; T-III; SPET-I; SPET-II; SPET-III; HT-I; HT-II; HT-III; HT-IV; HT-V; HT-VI Range: SG - 12, 13, 14, 15, 16, 17, 18, 19

Date Approved/Processed:

Post Audited at Range:  
 For Future Reference:

Reviewed/Evaluated and Found Correct:

Approved: