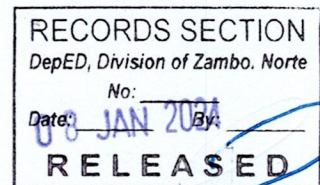




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory No. \_\_\_\_\_ s. 2024

January 5, 2024

In compliance with DepEd Order (DO) No. 8 s. 2013

This advisory is issued for information of DepEd

Division of Zamboanga del Norte officials,

Personnel/staff, as well as the concerned public.

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

**SPECIAL EDUCATION TEACHERS I FOR ERF/RECLASSIFICATION**

To those interested qualified regular teachers who are currently handling Special Education classes in the following schools mentioned below are advised to submit their application letter together with the pertinent documents for ERF/Reclassification for SPET I position not later than **February 9, 2024**:

S/N	Schools	District
1	Gonayen ES	Siayan
2	Piñan ES	Piñan
3	Lingasad ES	Polanco I
4	Rizal ES	Rizal
5	Sergio Osmeña CS	Sergio Osmeña I
6	Disakan ES	Manukan I
7	Roxas SPED Center	Roxas II
8	Dohinob ES	Roxas II
9	Moliton ES	Roxas II
10	Buyos ES	Sindangan Central
11	Sindangan SPED Center	Sindangan Central
12	Bacungan CS	Bacungan
13	La Libertad ES	Gutalac I
14	Matunoy ES	Gutalac I
15	Malintuboan ES	Gutalac I
16	Gayam ES	Liloy I
17	Liloy CS	Liloy I
18	Salug CS	Salug I
19	Bacong CS	Salug II
20	Malayal Community	Sibuco
21	Sibuco CS	Sibuco

**Enclosure A- Checklist of Requirements for SPET I**

**Enclosure B- Equivalent Record Form**

Widest dissemination of this advisory is desired.

PS/ sed / Advisory \_\_\_\_\_ / January 05, 2024



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



Enclosure B



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:



Enclosure A

Name: \_\_\_\_\_

Division: \_\_\_\_\_

school: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

CHECKLIST OF REQUIREMENTS FOR SPET( RECLASSIFICATION) SPET-I,SPET-II AND SPET-III APPLICATION		REMARKS	
		COMPLETE	IN COMPLETE
1	Endorsement from the SDS stafying/justifying that the incumbent of the position to be reclassified is qualified to occupy the new position (1 copy)		
2	Duly accomplished ERF (5 copioes), properly signed by the applicant and authorized signaturies		
3	Update Service Records issued by the authirized 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)		

NOTE; Prior to the submission of the ERF in this office the Administrative Officer II

shall check and countersign the said documents in the cover page for its completeness and veracity