



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
 Superintendent**

27 MAR 2021

DIVISION MEMORANDUM
 No. 235, s. 2022

**ACCEPTANCE OF APPLICATION FOR RECLASSIFICATION THROUGH
 EQUIVALENT RECORD FORM (ERF) OF SENIOR HIGH SCHOOL FOR CY 2022**

TO: Public Schools District Supervisors/District-In-Charge
 Public Elem/Secondary Schools Administrators
 Teaching/Non-Teaching Personnel
 Others Concerned

1. This is to inform the field that this Office is accepting applications and pertinent documents for reclassification of Senior High School teacher positions to TEACHER II AND TEACHER III for CY 2022.
2. Permanent senior high school teacher applicants who met the minimum qualifications below may apply for the evaluation of their ERF.

ACADEMIC/ARTS/SPORTS TRACK

TEACHER II	TEACHER III
3 years in service + Bachelor's degree majoring in the relevant strand/subject/track + 20 MA units	3 years in service + MA Graduate (or Bachelor's degree majoring in the relevant strand/subject/ track + CAR)



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph

TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK

TEACHER II	TEACHER III
3 years in service + NC II + TMC I (appropriate to the specialization) + Bachelor's degree + 20 MA units	3 years in service + NC II + TMC I (appropriate to the specialization) + MA Graduate (or Bachelor's degree + CAR)

3. Applicants should submit the following pertinent documents:

- a. Endorsement from the PSDS
- b. Duly accomplished Equivalent Record Form (ERF) – 5 copies
- c. Original copy of certification from school registrar for MA Units/CAR
- d. Original Transcript of Records w/ original copy of Certification, Authentication & Verification (CAV) from CHED
- e. Updated Service Record – 3 original copies
- f. Original (Approved) Latest Performance Rating for the last 3 school years (3 consecutive rating period)
- g. CS Form 212 (Personal Data Sheet) – 3 original copies
- h. Sworn statement that all documents submitted are true and correct with documentary stamp – 1 original copy
- i. Latest approved appointment – 3 certified true copies
- j. Latest Payslip – 1 certified true copy
- k. Latest Plantilla (PSIPOP) – 1 certified true copy
- l. Certificates of trainings, seminars, workshops, awards (certified true copies)
- m. Certification that the incumbent of the position to be reclassified is qualified to occupy the new position (signed by PSDS)
- n. Documents should be labeled properly, arranged in order and fastened in a long GREEN FOLDER. All photocopies must be certified by the school head.

4. For information and guidance.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

3/21/22

SPP/NLR-MKP-JMA/AdS/DB/jcadiante
March 11, 2022



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