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Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF TAGUM CITY**

**DIVISION MEMORANDUM:**

**TO: ALL PUBLIC ELEMENTARY & SECONDARY SCHOOL HEADS**

**FROM:** The Office of the Schools Division Superintendent

**SUBJECT: EXTENSION ON THE ACCEPTANCE OF APPLICATION FOR RECLASSIFICATION THRU EQUIVALENT RECORD FORM (ERF) OF ELEMENTARY AND JUNIOR HIGH SCHOOL FOR CY 2020**

**DATE:** October 26, 2020

- This is to inform the field that this Office is still accepting additional applications and pertinent documents for reclassification of teacher positions to **TEACHER II, TEACHER III, SPECIAL EDUCATION TEACHERS, SCHOOL LIBRARIANS AND GUIDANCE COUNSELORS** for CY 2020 **SUBJECT TO BUDGET ALLOCATION FROM DEPARTMENT OF BUDGET AND MANAGEMENT (DBM).**
- Applicants who met the minimum qualifications below may apply for the **evaluation of their ERF** for the following positions and submit the pertinent documents, to wit:

<b>TEACHER II</b> <b>SPECIAL EDUCATION TEACHER II</b> <b>GUIDANCE COUNSELOR II</b> <b>SCHOOL LIBRARIAN II</b>	<b>TEACHER III</b> <b>SPECIAL EDUCATION TEACHER III</b> <b>GUIDANCE COUNSELOR III</b> <b>SCHOOL LIBRARIAN III</b>
3 years in service + Bachelor's Degree for Teacher or equivalent + 20 MA Units	3 years in service + MA Graduate <b>OR</b> Bachelor's Degree for Teacher or Equivalent + 20 years in service + 20 MA Units
Applicants should submit the following pertinent documents: <ol style="list-style-type: none"> <li>Three (3) copies of <b>duly accomplished and notarized</b> Equivalent Record Form (ERF) using the new form (one page only)</li> <li>One (1) copy of duly accomplished Personal Data Sheet/CS Form 212 revised 2017</li> <li>Transcript of Records with at least 20 MA Units earned</li> <li>Certification, Authentication &amp; Verification (CAV)</li> <li>Service Record</li> <li>Performance Rating for the last three (3) rating periods (IPCR for SY 2017-2018, 2019-2020 and 2019-2020)</li> <li>Photocopy of PRC Rating</li> <li>Photocopy of Renewed PRC License (<i>Expired PRC License will not be processed</i>)</li> </ol>	
Deadline for Submission to Division Office: <b>OCTOBER 30, 2020</b>	

Equivalent Record Form (ERF) new template available for download at  
<https://bit.ly/ERFformTagum>

- For your information and appropriate action.

  
**DR. JOSEPHINE L. FADUL**  
 Schools Division Superintendent

DEPARTMENT OF EDUCATION  
 DIVISION OF TAGUM CITY  
 RECORDS SECTION

**RELEASED**

By: mal

Date: OCT-26-2020 Time: 3:07

Remarks: Disseminated # 520-2020-10



**Address:** Energy Park, Apokon, Tagum City, 8100  
**Telephone No.:** (084) 216-3504  
**Email:** tagum.city@deped.gov.ph  
**Website:** deped.tagumcity.gov.ph