



2107-241

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: **ACCEPTANCE OF APPLICATION FOR RECLASSIFICATION THRU EQUIVALENT RECORD FORM (ERF) OF ELEMENTARY AND JUNIOR HIGH SCHOOL FOR CY 2021**  
DATE: January 11, 2021

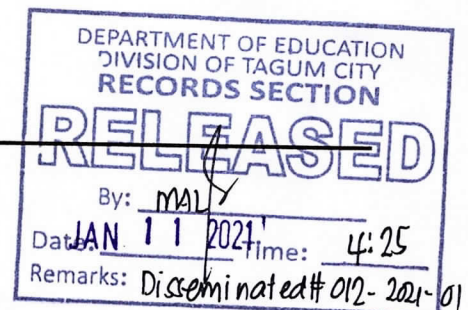
1. This is to inform the field that this Office is accepting applications and pertinent documents for reclassification of teacher positions to **TEACHER II, TEACHER III, SPECIAL EDUCATION TEACHERS, SCHOOL LIBRARIANS AND GUIDANCE COUNSELORS** for CY 2021 **SUBJECT TO BUDGET ALLOCATION FROM DEPARTMENT OF BUDGET AND MANAGEMENT (DBM).**
2. 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>a. Three (3) copies of <b>duly accomplished and notarized</b> Equivalent Record Form (ERF)</li> <li>b. One (1) copy of duly accomplished Personal Data Sheet/CS Form 212 revised 2017</li> <li>c. Transcript of Records <b>with at least 20 MA Units earned</b></li> <li>d. Certification, Authentication &amp; Verification (<b>CAV</b>)</li> <li>e. Service Record</li> <li>f. Performance Rating for the last three (3) rating periods (IPCR for SY 2017-2018, 2018-2019 and 2019-2020)</li> <li>g. Photocopy of PRC Rating</li> <li>h. Photocopy of Renewed PRC License (<b>Expired PRC License will not be processed</b>)</li> </ol>	

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

3. All applications for ERF must be checked first by the School HR before submitting to the Division Office.
4. For your information and appropriate action.

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



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