



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF DUMAGUETE CITY

Office of the Schools Division Superintendent

February 7, 2023

DIVISION MEMORANDUM

No. 043, s. 2023

RECLASSIFICATION OF TEACHER II AND TEACHER III

To: Asst. Schools Division Superintendent
Chiefs, CID/SGOD
School Heads, Public Elementary & Secondary Schools
All Others Concerned

1. This office announces the start of the processing for the reclassification of Teachers II and III.
2. The reclassification through Equivalent Records Form (ERF) is applicable to those who are in the current Teacher II and III Registry of Qualified Applicants (SY 2022-2023) but have no opportunities for natural vacancies.
3. For the information of all interested applicants, the list of the requirements for ERF reclassification is hereto attached (Annex A).
4. For the information and compliance of all concerned.

GREGORIO CYRUS R. ELEJORDE, Ed.D., CESO V
Schools Division Superintendent

GCRE/HR-mcmv



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ANNEX A

**EQUIVALENT RECORD FORM (ERF)
For TEACHER II**

1. Indorsement from the School Head
2. Duly accomplished ERF – 4 original copies
3. Three (3) years or more teaching experience with at least 20 MA units or Nine (9) years or more teaching experience with eighteen (18) MA units or Twenty (20) years or more teaching experience without MA units
4. Original copy of Certification from School Registrar for MA Units .
5. TOR with Certification, Authentication and Verification (CAV) from CHED – original copy
6. Updated Service Record – 2 original copies
7. Performance Rating for the last 3 School Years (certified photocopy signed by the Administrative Officer, District Supervisor and School Head) – 3 copies
8. Duly accomplished CS Form 212 (Personal Data Sheet, Revised 2017) – 2 original copies
9. Sworn Statement that all documents submitted are true and correct with documentary stamp (original copy)
10. Latest approved appointment – 1 certified true copies
11. Latest Payslip or Payroll – 1 certified true copies
12. Latest Plantilla (PSIPOP) – 1 certified true copies
13. Certificates of trainings, seminars, workshops, awards – certified true copies
14. Certification from School Head that the incumbent of the position to be Reclassified qualifies to occupy the new position

**EQUIVALENT RECORD FORM (ERF)
For TEACHER III**

1. Indorsement from the School Head
2. Duly accomplished ERF – 4 copies
3. At least 3 years or more teaching experience with CAR or MA Graduate
4. 20 years teaching experience with 20 or more units in MA
5. Original copy of Certification from School Registrar for MA Units or C.A.R.
6. TOR with Certification, Authentication and Verification (CAV) from CHED – original copy
7. Updated Service Record – 2 original copies
8. Performance Rating for the last 3 School Years (certified photocopy signed by the Administrative Officer, District Supervisor and School Head) – 3 copies
9. Duly accomplished CS Form 212 (Personal Data Sheet) – 2 original copies
10. Sworn Statement that all documents submitted are true and correct with documentary stamp (original copy)
11. Latest approved appointment – 2 certified true copies
12. Latest Payslip or Payroll – 1 certified true copies





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13. Latest Plantilla (PSIPOP) – 1 certified true copies
14. Certificates of trainings, seminars, workshops, awards – certified true copies
15. Certification that the incumbent of the position to be Reclassified qualifies to occupy the new position

