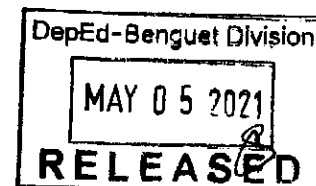




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

May 3, 2021

DIVISION MEMORANDUM
NO. 151 s. 2021



TO: All Public Schools District Supervisors/Coordinating Principals
Elementary and Secondary School Heads/TICs
Teachers

**SCHEDULE II FOR THE SUBMISSION OF APPLICATION AND DOCUMENTARY
REQUIREMENTS FOR EQUIVALENT RECORDS FORM PROCESSING**

1. Third quarter has ensued that awaits further challenges ahead in helping our teachers in their professional development requiring the involvement of all school heads in assisting their teachers. Anent hereto, this Office is again requesting all permanent teachers who meet the qualifications (ANNEX "A") in upgrading teacher positions from Teacher I to Teacher II, Teacher I to Teacher III and Teacher II to Teacher III through the Equivalent Records Form (ERF) and ANNEX "B" for the Checklist of Requirements to be submitted, arranged/fastened properly in a long folder.
2. However, in order to maintain health protocols and in consonance to Division Memorandum No. 133, s. 2021 "Online Appointment to the Division Office, District Office and Schools", and to minimize volume of documents submitted at one time in the Office, a schedule is hereby prepared by district for guidance and compliance, taking into consideration the geographical location/distance of each district, to wit:

DISTRICT & SECONDARY SCHOOLS WITHIN THE DISTRICT	SCHEDULE/DATE
1. LA TRINIDAD & TUBLAY	MAY 12, 2021
2. ATOK, SABLAN & TUBA	MAY 14, 2021
3. ITOGON I & ITOGON II	MAY 19, 2021
4. KAPANGAN & KIBUNGAN	MAY 21, 2021
5. BOKOD, BUGUIAS & KABAYAN	MAY 25, 2021
6. BAKUN & MANKAYAN	MAY 28, 2021

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Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet






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3. It is requested that submission shall be through the Records Section following strictly the above schedule. Should there be queries, you may contact Ms. Maricel S. Codimdim, Administrative Officer III and/or the FB page of the Personnel Section.

4. To comply with IATF and LGU protocols and guidelines, health protocols shall be adhered to by all transacting clients: Observe one-meter physical distancing at all times, wearing of face masks/shields, washing and sanitizing of hands.

5. Dissemination of this Memorandum to all concerned is enjoined. Let's all be wary. The safety of everyone should be our concern.


GLORIA B. BUYA-AO
Schools Division Superintendent

OSDS/personnel/erfs/hrmo

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Integrity Bold Accomplishment Order Advancement Unites Excellence



ANNEX "A"

UPGRADING OF TEACHER POSITIONS

Qualifications:

1. From T1 to T2: **BSE + 20**
 - a. 20 units Master's Degree, or
 - b. 20 years teaching experience, or
 - c. 18 MA units + 6 yrs. teaching experience ($18 + 2 = 20$), or
 - d. 15 MA units + 9 yrs. teaching experience + 2 units trainings ($15 + 3 + 2 = 20$)

2. From T1-T3 or from T2-T3
 - a. **MA Degree**
- all holders of masteral degree are classified as MA Degree, or

 - b. **MA Equivalent**
- completed the Acad. Requirements + yrs in service + trainings
(# of MA units needed to finish the course should only be 6-9 units to be offset by length of service & trainings)

 - c. **BSE+20+20**
-BSE + 20 MA Units + 20 yrs. teaching experience or
-BSE + 20 yrs. teaching experience + 18 MA Units + Trainings
(2-5 pts.)

Training period with at least very Satisfactory Performance.

(1 copy each)

Certificates of training/seminars of at least three (3) consecutive days.

Only trainings solely sponsored/co-sponsored by DepEd will be credited.
(1 copy each)

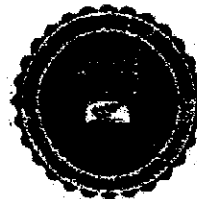
Latest Appointment (1 Photocopy)

*All photocopies must be certified by the School Head/AO V

Certificate of No pending promotion, reclassification or resignation



Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION of BENGUET



Document No.: OSDS-PE
Revision No.: 01
Name of Office: OSDG-PER
Effective Date: September

QUALITY FORMS
CHECKLIST OF REQUIREMENTS FOR
PROCESSING OF EQUIVALENTS RECORD
FORM(ERF)

Name of applicant:
Position:

Date:
District/School:

REQUIREMENTS FOR EQUIVALENTS RECORD FORM	Remarks:
Equivalents Record Form (ERF) (4 original copies)	
Original copy of Official Transcript of Records (OTR) with three (3) photocopies duly certified by authorized official	
Copy of Approved Study or Scholarship Agreement or Approved Permit to Study in accordance with Circular No.17 s.1960 and DECS Order No. 56,s.1984 (1 copy each)	
Sworn statement of the teacher in accordance with the provision of Department Order No. 12, s. 1962; an inclosure to Memorandum No. 51, s. 1962, if the teacher studied in a <u>private school</u> . (to be typed at the back of the official transcript of records.)	
Certification from the School you are enrolled in as to the area of specialization in the given course and as to the number of units earned and required to finish the course including thesis writing (1 copy)	
Service record duly certified by the Schools Division Superintendent, Administrative Officer and/or officials authorized to certify. (1 copy)	
Performance rating for the last three (3) rating period with at least Very Satisfactory Performance. (1 copy each)	
Certificates of training/seminars of at least three (3) consecutive days. Only trainings solely sponsored/ co-sponsored by DepEd will be credited. (1 copy each)	
Latest Appointment (1 Photocopy)	
*All photocopies must be certified by the School Head/AO V	
Certificate of No pending promotion, reclassification or resignation.	

ACTION TAKEN:

Ok for processing (Submit to Records Office)

Returned for compliance

Reviewed by:

MARICEL S. CODIMDIM
Administrative Officer II