



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
 Stockfarm, Wangal, La Trinidad, Benguet, 2601

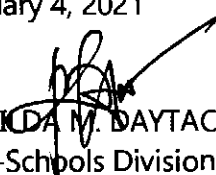


Office of the SDSTel/Fax;(074) 422-6570;Admin/Personnel 422-3790;Accounting 422-7501;Supply 424-2863;Information/OD 422-2001

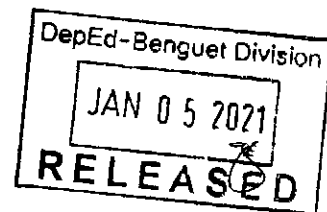
SDO Memorandum
 No. 03 s. 2020

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

DATE: January 4, 2021

FROM:  BENILDA M. DAYTACA, EdD, CESO VI
 OIC-Schools Division Superintendent

SUBJECT: SCHEDULE FOR THE SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR
 EQUIVALENT RECORDS FORM PROCESSING



1. Calendar Year 2021 has just ensued that awaits new challenges ahead in helping our teachers in their professional growth with the involvement of all school officials. Anent hereto, SDO is requesting all incumbent teachers who meet the qualifications (pls. see attachment "A") in upgrading teacher positions particularly from Teacher I to Teacher II, Teacher I to Teacher III and Teacher II to Teacher III through the Equivalent Records Form (ERFs) and attachment "B" for the checklist of requirements to be submitted, arranged in a folder.
2. However, in order to maintain health protocols and to avoid the influx of documents submitted at one time or at the same time in the Office, a schedule is hereby adapted by district, to wit:

DISTRICT	DATE
1. LA TRINIDAD, TUBLAY	January 8, 2021
2. ATOK, SABLAN, TUBA	January 15, 2021
3. ITOGON I, ITOGON II	January 20, 2021
4. KAPANGAN, KIBUNGAN	January 22, 2021
5. BOKOD, BUGUIAS, KABAYAN	January 27, 2021
6. BAKUN, MANKAYAN	January 29, 2021

3. It is advised that submission will be directed to the Personnel Section, through Ms. Maricel S. Codimdim, Administrative Officer II, as point person, co-chaired by Ms. Genevieve A. Yog-a, Administrative Assistant II at the Administrative Officer V's office and Ms. Janine Alice Langato, Administrative Aide VI at the Office of the OIC- ASDS.
4. To comply with the IATF protocols and guidelines, health protocols shall be adhered to by all concerned; Observe one-meter physical distancing at all times, wearing of face mask/face shield, washing and sanitizing of hands.
5. Dissemination of this Memorandum to all concerned is enjoined.

To be indicated in the Perpetual Index
 Under the following subjects:

ERFs

Teachers

Reclassification

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.)

Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION of BENGUET



Document No.: SDO-BENG-QF-OSDS-PER-003
 Revision No.: 01
 Name of Office: OSDS-PERSONNEL



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

Effective Date: September 10, 2019

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