

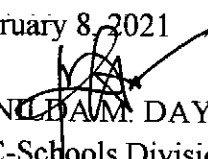


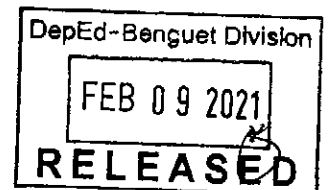
Republic of the Philippines
Department of Education
Schools Division of Benguet

DIVISION MEMORANDUM NO. 44, s. 2021

TO: All District Supervisors/Coordinating Principals
Elementary and Secondary School Heads
Teachers In Charge/Teachers

DATE: February 8, 2021

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



SUBJECT: ONLINE SUBMISSION OF TEACHERS' DATA FOR ERF (Teachers and Head Teachers) AND POSSIBLE CONVERSION TO MASTER TEACHER POSITIONS

1. Regional Memorandum No. 035, s. 2021 was issued dated February 2, 2021, re: "Preparation and Submission of 2022 Budget Proposal" by all SDOs to be submitted to the Finance Division, Regional Office on February 15, 2021.
2. One of the required reports is a **LIST** (not just the number or how many but actual Names) of teachers whose positions are to be reclassified through Equivalent Record Forms (ERFs) and for conversion to Master Teacher positions.
3. In order to substantiate our report accurately, we enjoin the indulgence of all Secondary School Heads and District Heads to kindly fill up properly/correctly the attached template to include all teachers in the school (Annex "B") and in the district, Annex "A".
4. From these data, the OSDS-Personnel Section will now determine and filter those qualified per ERF guidelines and other applicable laws and whose names will be submitted for budgeting.
5. The formatted template to be accomplished is hereto attached to be sent through personnel.sdobenguet@gmail.com on **February 10, 2021**.
6. Immediate dissemination and strict compliance of this Memorandum is desired.



Elementary

Annex "A"

District :

Number	Name (Last name, First name, Middle name)	ITEM number	Current School	Years in Service (Teaching Experience)		MA Degree(MAED etc)	Total Units earned for Graduate School if any	Total number of units remaining to complete the course including thesis writing	Position	Step (1 to 8)
				Public School (Including Substitute)	Private School					
1										
2										
3										
4										
5										
6										
7										
8										
9										

Prepared by:

CERTIFIED CORRECT:

District Head

*** Per Plantilla****

Secondary

Annex "B"

Name of School

Column1	Name	Current School	Item number	Learning Area	Experience	Column4	MA Degree(MAED etc)	Total Units earned for Graduate School if any	Total number of units remaining to complete the course including thesis writing	Position	Step (1 to 8)
	Last name, First name, Middle name				Public School (Including Substitute)	Private School					
1											
2											
3											
4											
5											

Prepared by:

CERTIFIED CORRECT:

Personnel Incharge

School Head