



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 0025, s. 2023

To: All Public Schools District Supervisors
All Elementary and Secondary School Heads
All School Administrative Officers
All Concerned Personnel

From: The Office of the Schools Division Superintendent

Subject: Acceptance of Pertinent Documents for Reclassification of Item Position

Date: January 23, 2023

Please be informed that this Office is now accepting requests on the approval of Equivalent Record Form (ERF), Conversion to Master Teachers and Reclassification of School Head Position for Kindergarten, Elementary and Junior High School from the date of issuance of this Memorandum until **February 10, 2023**. Processing of requests shall be done on a ***first-come, first serve basis with complete documentary requirements***.

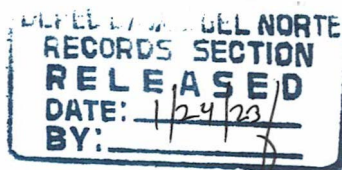
School Administrative Officers and/or designated Human Resource Officers are directed to evaluate and review the documents in accordance to the existing DepEd policies and guidelines and will be held full responsible on the veracity and authenticity of the papers submitted for the request for reclassification of positions.

Pre-evaluated documents for reclassification under Kindergarten and Elementary will be submitted to the District Office. All pre-evaluated application for reclassification from the Junior High School may be submitted directly to the Division Office.

Previous qualified application for reclassification which were not processed will be prioritized. School Heads should inform the Personnel Section if the previously submitted documents for evaluation will be used for reclassification or for promotion under natural vacancy.

Attached herein are the documentary requirements for your guidance.

Please be guided accordingly.



REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

Per_jmb

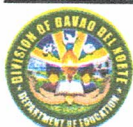


Application Requirements for Equivalent Record Form (ERF)

(For Teacher II/Teacher III/Special Education Teacher II/ Special Education Teacher III)

- 5 copies – Original ERF Form (Duly accomplished and notarized with no abbreviation in the entries printed in a LONG sized bond paper)
- 1 copy – Letter of Intent
- 2 copies – Updated Service Record
- 1 copy – Original Certification, Authentication, Verification (CAV) for Master’s Degree
- 1 copy – Original Certification, Authentication, Verification (CAV) for College Degree
- 1 copy – Transcript of Records (Master’s Degree) – Certified True Copy by the school
- 1 copy – Transcript of Records (College Degree) – Certified True Copy by the school
- 1 copy – Certified True Copy of Special Order
- 1 copy – Personal Data Sheet (Form 212 – PDS Revised 2017) duly notarized with Passport sized ID photo as prescribed by CSC printed in LONG bond paper
- 1 copy – Original and updated Work Experience Sheet (may be handwritten or Computerized) printed in LONG bond paper
- 1 copy – Position Description Form for Current position signed by the School Head
- 2 copies – Certificate of Rating for 3 rating periods
- 2 copies – authenticated PRC ID (to be processed by the Agency)
- 1 copy – authenticated PBET/LET Rating
- 1 copy – Certified True Copy of the Latest Appointment
- 1 copy – Certified True Copy of Birth Certificate
- 1 copy – Certified True Copy of Marriage Certificate
- 1 copy each – Certified True Copy of Training Certificates indicated in the PDS (not used in the previous promotion)
- 1 copy – Original Data Privacy Agreement Form
- 1 copy – Original Notarized Omnibus Certification

Note: Requirements must be placed in a **BROWN** folder and must be arranged according to the list above. Please use Paper Fastener on the upper portion of the paper. Incomplete requirements will not be evaluated.



Application Requirements for Equivalent Record Form (ERF)

(For Academic Head Teacher I – VI for Junior High School)

- 1 copy – Notarized Number of Teachers per Subject Area with corresponding item Number (original)
- 5 copies – Original ERF Form (Duly accomplished and notarized with no abbreviation in the entries printed in a LONG sized bond paper)
- 1 copy – Letter of Intent
- 2 copies – Updated Service Record
- 1 copy – Original Certification, Authentication, Verification (CAV) for Master’s Degree
- 1 copy – Original Certification, Authentication, Verification (CAV) for College Degree
- 1 copy – Transcript of Records (Master’s Degree) – Certified True Copy by the school
- 1 copy – Transcript of Records (College Degree) – Certified True Copy by the school
- 1 copy – Certified True Copy of Special Order
- 1 copy – Personal Data Sheet (Form 212 – PDS Revised 2017) duly notarized with Passport sized ID photo as prescribed by CSC printed in LONG bond paper
- 1 copy – Original and updated Work Experience Sheet (may be handwritten or Computerized) printed in LONG bond paper
- 1 copy – Position Description Form for Current position signed by the School Head
- 2 copies – Certificate of Rating for 3 rating periods
- 2 copies – authenticated PRC ID (to be processed by the Agency)
- 1 copy – authenticated PBET/LET Rating
- 1 copy – Certified True Copy of the Latest Appointment
- 1 copy – Certified True Copy of Birth Certificate
- 1 copy – Certified True Copy of Marriage Certificate
- 1 copy each – Certified True Copy of Training Certificates indicated in the PDS (not used in the previous promotion)
- 1 copy – Original Data Privacy Agreement Form
- 1 copy – Original Notarized Omnibus Certification

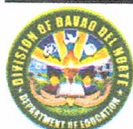
Note: Requirements must be placed in a **PINK** folder and must be arranged according to the list above. Please use Paper Fastener on the upper portion of the paper. Incomplete requirements will not be evaluated.



Application Requirements for Master Teacher

- 1 copy – Letter of Intent
- 1 copy – Personal Data Sheet (Form 212 – PDS Revised 2017) duly notarized with Passport sized ID photo as prescribed by CSC printed in LONG bond paper
- 1 copy – Original and updated Work Experience Sheet (may be handwritten or Computerized) printed in LONG bond paper
- 1 copy – Position Description Form for Current position signed by the School Head
- 2 copies – Updated Service Record
- 1 copy – Original Certification, Authentication, Verification (CAV) for Master’s Degree
- 1 copy – Original Certification, Authentication, Verification (CAV) for College Degree
- 1 copy – Transcript of Records (Master’s Degree) – Certified True Copy by the school
- 1 copy – Transcript of Records (College Degree) – Certified True Copy by the school
- 1 copy – Certified True Copy of Special Order
- 2 copies – Certificate of Rating for 3 rating periods
- 2 copies – authenticated PRC ID (to be processed by the Agency)
- 1 copy – authenticated PBET/LET Rating
- 1 copy – Certified True Copy of the Latest Appointment
- 1 copy – Certified True Copy of Birth Certificate
- 1 copy – Certified True Copy of Marriage Certificate
- 1 copy – Notarized Number of Teachers per Subject Area with corresponding item Number (original) for Junior High School or Number of Teachers per School with corresponding item Number (original) for Elementary
- 1 copy – Certified True Copy of Class Program
- 1 copy each – Certificate of Outstanding Accomplishments (Certified True Copy)
 - a. Curriculum/Instructional Materials
Effective Teaching Techniques or Strategies
Simplification of Work
 - b. Coordinatorship/Adviser
 - c. Chairmanship
 - d. Educational Research
 - e. Coordinator of Community Project
 - f. INSET/Similar Activities
 - g. Meritorious Achievements
 - h. Authorship
- 1 copy – Original Data Privacy Agreement Form
- 1 copy – Original Notarized Omnibus Certification

Note: Requirements must be placed in a **RED** folder and must be arranged according to the list above. Please use Paper Fastener on the upper portion of the paper. Incomplete requirements will not be evaluated.



Application Requirements for School Head

- 1 copy – Letter of Intent
- 1 copy – Personal Data Sheet (Form 212 – PDS Revised 2017) duly notarized with Passport sized ID photo as prescribed by CSC printed in LONG bond paper
- 1 copy – Original and updated Work Experience Sheet (may be handwritten or Computerized) printed in LONG bond paper
- 1 copy – Position Description Form for Current position signed by the School Head
- 2 copies – Updated Service Record
- 1 copy – Original Certification, Authentication, Verification (CAV) for Doctoral Degree
- 1 copy – Original Certification, Authentication, Verification (CAV) for Master's Degree
- 1 copy – Original Certification, Authentication, Verification (CAV) for College Degree
- 1 copy – Transcript of Records (Doctoral Degree) – Certified True Copy by the school
- 1 copy – Transcript of Records (Master's Degree) – Certified True Copy by the school
- 1 copy – Transcript of Records (College Degree) – Certified True Copy by the school
- 1 copy – Certified True Copy of Special Order
- 2 copies – Certificate of Rating for 3 rating periods
- 2 copies – authenticated PRC ID (to be processed by the Agency)
- 1 copy – authenticated PBET/LET Rating
- 1 copy – Certified True Copy of the Latest Appointment
- 1 copy each – Certified True Copy of Designation Order (for Teacher In-Charge)
- 2 copies – Organizational Chart signed by the applicant and approved by ASDS
- 1 copy each – Certified True Copy of Certificate of Outstanding accomplishments
 - ❖ Outstanding Employee Award
 - ❖ Innovations
 - ❖ Research and Development Project
 - ❖ Publication/Authorship
 - ❖ Consultancy/Resource Speaker in Training/Seminar/Workshop
- 1 copy – Certified True Copy of Birth Certificate
- 1 copy – Certified True Copy of Marriage Certificate
- 1 copy – Original Data Privacy Agreement Form
- 1 copy – Original Notarized Omnibus Certification

Note: Requirements must be placed in a **VIOLET** folder and must be arranged according to the list above. Please use Paper Fastener on the upper portion of the paper. Incomplete requirements will not be evaluated.

