

**POSTED**



Republic of the Philippines  
**Department of Education**

Region 1

**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

**DIVISION MEMORANDUM**

DM No. 469, s. 2025

MAR 19 2025

TO: Assistant Schools Division Superintendent  
Elementary and Secondary School Heads  
(School-Based) Administrative Officers II and Administrative Assistants II  
All others concerned

FROM: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

SUBJECT: **SUBMISSION OF EQUIVALENT RECORD FORM(ERF)  
APPLICATIONS, CONVERSION OF MASTER TEACHER AND  
RECLASSIFICATION OF SCHOOL HEAD POSITIONS**

Date: **March 19, 2025**

**PARTICULARS**

1. Pursuant to the attached Regional Memorandum No.278,s.2025 re: 2025 Submission of requests on Equivalent Records Forms (ERFs), conversion of position and reclassification of positions, the field is hereby informed on the **submission of Equivalent Record Form (ERF), Conversion of Master Teacher and Reclassification of School Head positions** not later than **March 21, 2025**.
2. Completeness of documentary requirements must also be ensured to minimize/lessen return of requests due to deficiencies (see attached list of documentary requirements).
2. For information, dissemination and strict compliance.

*SAP Primicias*  
**SHEILA MARIE A. PRIMICIAS, EDD, CESO VI**  
OIC-Schools Division Superintendent

*Osca*



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*"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"*

Document Code: \_\_\_\_\_  
Reference No. : \_\_\_\_\_





Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

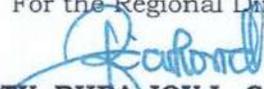
No. 278 s. 2025

To: All Schools Division Superintendents  
 All Assistant Schools Division Superintendents  
 All Schools Division Office (SDO) Administrative Officer V, Administrative Services/Division  
 All SDO Administrative Officer IV (*Human Resource Management Officers*)  
 All Others Concerned

**2025 SUBMISSION OF REQUESTS ON EQUIVALENTS RECORD FORMS (ERFs),  
 CONVERSION OF POSITIONS, AND RECLASSIFICATION OF POSITIONS**

1. This Office hereby accepts requests for Equivalents Record Form (ERF), Conversion of Positions, and Reclassification of Positions.
2. It is reiterated that Schools Division Office Human Resource Management Officer shall conduct initial evaluation of these requests relative to their qualifications. Completeness of the documentary requirements must also be ensured prior to submission to the Regional Office in order to minimize/lessen the return of requests due to deficiencies. Applications/requests with deficiencies or incomplete supporting documents should no longer be forwarded to the Regional Office. If submitted, the same shall be returned without action.
3. Attached are the updated checklists of the required documents for ERF, Conversion and Reclassification of Positions, both for approval and implementation, for ready reference.
4. For the implementation process, the use of the new Plantilla Allocation List (PAL) which could be accessed at <https://bit.ly/TEMPLATEFORIMPLEMENTATION> is advised.
5. This Office reiterates to prioritize and ensure submission of ERF requests of teachers who are already 20 years or more in service as Teacher I.
6. On the other hand, there are no existing guidelines yet for the upgrading of Senior High School Teachers through the processes of ERF, Conversion and Reclassification of Positions.
7. For information, guidance and strict compliance.

For the Regional Director:

  
**ATTY. RHEA JOY L. CARBONELL**  
 Chief Administrative Officer  
 Administrative Division

Encl.: As Stated

References: As Stated

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

APPROVAL IMPLEMENTATION ITEMS POSITIONS PRINCIPALS  
 PROMOTION TEACHERS

AD/PS/hfa/RM\_2025SubmissionofRequestsforERFs,Conversion&REclass

February 20, 2025



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I. FOR APPROVAL

1. EQUIVALENTS RECORD FORM (ERF)

  
Republic of the Philippines  
**Department of Education**  
REGION I  
**Checklist of Documentary Requirements for Equivalents  
Record Form (ERF)  
Approval**

- \_\_\_ 1. Indorsement from the Schools Division Superintendent (2 copies)
- \_\_\_ 2. Letter request of the School Head/Principal
- \_\_\_ 3. Equivalents Record Form (ERF) *(Four (4) original copies)*
- \_\_\_ 4. Updated Service Record (Two (2) copies)
- \_\_\_ 5. Original Transcript of Records with two (2) copies of the Certified Photocopies
- \_\_\_ 6. Latest appointment (2 photocopies)
- \_\_\_ 7. Performance rating for the last rating period ( 2 copies)
- \_\_\_ 8. SDS Certification of the List of Training Certificates **(to reflect/indicate the total number of hours)**  
*(If the applicant meets the required number of units for the M. A. Equivalent or M.A. Graduate evaluation, List of Training Certificates is no longer required)*  
  
*(Maximum of 6 units given to Training - 1 unit is equivalent to 25 hours)*  
  
*(As an alternative, applicant may submit additional list of training attended to meet/complete the required number of units for the upgrading of his/her position)*
- \_\_\_ 9. Sworn Statement if enrolled in private school
- \_\_\_ 10. Certification from the School Registrar as to how many units required by the school to finish the course including thesis writing
- \_\_\_ 11. Certified copy of PSIPOP printout reflecting the names of the teacher applicants *(only those pages containing such names)*

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**2. RECLASSIFICATIONS OF POSITIONS**  
**2.1 SCHOOL HEADS**

  
Republic of the Philippines  
**Department of Education**  
REGION I

**Checklist of Documentary Requirements for Reclassification of Positions**

**School Head Positions**  
**(Head Teachers and Principals)**  
**Approval**

- \_\_\_ 1. Indorsement from the Schools Division Superintendent
- \_\_\_ 2. Letter request of the School Head/Principal
- \_\_\_ 3. Justification for the reclassification of position
- \_\_\_ 4. Transcript of Records
- \_\_\_ 5. Duly Accomplished Form 212 (Personal Data Sheet)
- \_\_\_ 6. Certificates or Proofs of Outstanding Accomplishment
- \_\_\_ 7. Equivalent Records Form **(for Head Teacher Positions as School Head)**
- \_\_\_ 8. SDS Certification of Relevant Trainings  
**(to reflect/indicate the total number of hours)**
- \_\_\_ 9. SDS Certification on Designation as Officer-In-Charge (OIC)/Teacher In-Charge (TIC) **(for Head Teacher Positions as School Head)**
- \_\_\_ 10. Position Description Form **(for Principal Items)**
- \_\_\_ 11. NQESH Rating/Principal's Test Rating  
**(for entry to Principal I)**
- \_\_\_ 11. Updated Service Record
- \_\_\_ 12. SDS Certification of Performance Rating for the last 3 years
- \_\_\_ 13. SDS Certification of Post-Graduate Studies
- \_\_\_ 14. List of Teachers with their corresponding Item Numbers
- \_\_\_ 15. Certification of Re-Entry Action Plan (REAP) from HRDD signed by the Regional Director
- \_\_\_ 16. Enrolment Data (Form 3)
- \_\_\_ 17. SBM Task Force's Certification
- \_\_\_ 18. Comparative Assessment Result (CAR)
- \_\_\_ 19. Certified Copy of PSIPOP printout reflecting the names of the teachers for reclassification *(only those pages containing such names)*
- \_\_\_ 20. Organizational Chart
- \_\_\_ 21. CAV (Masteral/Doctoral)

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2.2 DEPARTMENT HEADS

  
Republic of the Philippines  
**Department of Education**  
REGION I

**Checklist of Documentary Requirements for  
Reclassification of Positions**

**Head Teacher Positions (Department Head)  
Approval**

- \_\_\_ 1. Indorsement from the Schools Division Superintendent
- \_\_\_ 2. Letter request of the School Head/Principal
- \_\_\_ 3. ERF
- \_\_\_ 4. Updated Service Record
- \_\_\_ 5. SDS Certification of Performance Ratings for the last three (3) rating periods
- \_\_\_ 6. SDS Certification of Post-Graduate Studies
- \_\_\_ 7. SDS Certification of Relevant Trainings **(to reflect/indicate the total number of hours)**
- \_\_\_ 8. List of Teachers *(with their corresponding item numbers) in each of the eight (8) major subject areas signed by the School Principal*
- \_\_\_ 9. School Form 7
- \_\_\_ 10. Comparative Assessment Result (CAR)
- \_\_\_ 11. Certified Copy of PSIPOP printout reflecting the names of the teachers for reclassification *(only those pages containing such names)*
- \_\_\_ 12. Organizational Chart
- \_\_\_ 13. Position Description Form (PDF)
- \_\_\_ 14. CAV (Masteral/Doctoral)

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**3. CONVERSION OF POSITIONS (MASTER TEACHERS – ELEMENTARY AND SECONDARY)**

  
Republic of the Philippines  
**Department of Education**  
REGION I

**Checklist of Documentary Requirements  
Conversion of Position  
(Master Teacher Positions)**

**Master Teacher for Elementary  
Approval**

- \_\_\_ 1. Indorsement from the Schools Division Superintendent
- \_\_\_ 2. Letter request of the School Head/Principal
- \_\_\_ 3. Updated Service Record
- \_\_\_ 4. List of teachers supervised with their corresponding item numbers of the district
- \_\_\_ 5. District Data Bulletin
- \_\_\_ 6. SDS Certification of Post-Graduate Studies
- \_\_\_ 7. SDS Certification of Performance Ratings for the last three (3) years
- \_\_\_ 8. SDS Certification of Relevant Trainings *(to reflect/indicate the total number of hours)*
- \_\_\_ 9. Comparative Assessment Result (CAR)
- \_\_\_ 10. Certified copy of PSIPOP printout reflecting the names of the teacher applicants *(only those*

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Republic of the Philippines  
**Department of Education**  
REGION I

**Checklist of Documentary Requirements  
Conversion of Position  
(Master Teacher Positions)**

**Master Teacher for Secondary  
Approval**

- \_\_\_ 1. Indorsement from the Schools Division Superintendent
- \_\_\_ 2. Letter request of the School Head/Principal
- \_\_\_ 3. Updated Service Record
- \_\_\_ 4. SDS Certification of Post-Graduate Studies
- \_\_\_ 5. SDS Certification of Performance Ratings for the last three (3) years
- \_\_\_ 6. School Form 7
- \_\_\_ 7. List of teachers (with their corresponding item numbers) in each of the eight (8) major subject areas signed by the School Principal
- \_\_\_ 8. SDS Certification of Relevant Trainings **(to reflect/indicate the number of hours)**
- \_\_\_ 9. Comparative Assessment Result (CAR)
- \_\_\_ 10. Certified copy of PSIPOP printout reflecting the names of the teacher applicants *(only those pages containing such names)*

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**II. FOR IMPLEMENTATION**

**1. ERF**

  
Republic of the Philippines  
**Department of Education**  
REGION I

**Checklist of Documentary Requirements**

**Equivalents Record Form (ERF)  
Implementation**

- 1. Indorsement from the Schools Division Superintendent for implementation
- 2. Plantilla Allocation List (PAL)
- 3. Certified Photocopy of the Letter request of the School Head/Principal
- 4. Certified Photocopy of Approved ERFs
- 5. Certified copy of PSIPOP printout reflecting the names of the teacher applicants *(only those pages containing such names)*

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**2. RECLASSIFICATION OF POSITIONS**  
**2.1 SCHOOL HEADS**

  
Republic of the Philippines  
**Department of Education**  
REGION I

**Checklist of Documentary Requirements for Reclassification of Positions**

**School Head Positions  
(Head Teachers and Principals)  
Implementation**

- \_\_\_ 1. Indorsement from the Schools Division Superintendent for implementation
- \_\_\_ 2. Plantilla Allocation List (PAL)
- \_\_\_ 3. Certified Photocopy of the Letter request of the School Head/Principal
- \_\_\_ 4. Certified Photocopy of RO Evaluation Sheet
- \_\_\_ 5. Certified Photocopy of Approved ERFs **(for Head Teachers)**
- \_\_\_ 6. Certified Photocopy of Evaluation Sheet **(for Principals)**
- \_\_\_ 7. List of Teachers with their corresponding Item Numbers
- \_\_\_ 8. Certification of Re-Entry Action Plan (REAP) from HRDD signed by the Regional Director
- \_\_\_ 9. Certified Copy of PSIPOP printout reflecting the names of the teachers for reclassification *(only those pages containing such names)*
- \_\_\_ 10. Organizational Chart
- \_\_\_ 11. Position Description Form (PDF)
- \_\_\_ 12. CAV (Masteral/Doctoral)

**2.2 DEPARTMENT HEADS**

  
Republic of the Philippines  
**Department of Education**  
REGION I

**Checklist of Documentary Requirements for  
Reclassification of Positions**

**Head Teacher Positions (Department Head)  
Implementation**

- 1. Indorsement from the Schools Division Superintendent for implementation
- 2. Plantilla Allocation List (PAL)
- 3. Certified Photocopy of the Letter request of the School Head/Principal
- 4. Certified Photocopy of RO Evaluation Sheet
- 5. Certified Photocopy of Approved ERFs
- 6. Certified Photocopy of Evaluation Sheet
- 7. List of Teachers (*with their corresponding item numbers*) in each of the eight (8) major subject areas signed by the School Principal
- 8. School Form 7
- 9. Certified Copy of PSIPOP printout reflecting the names of the teachers for reclassification (*only those pages containing such names*)
- 10. Organizational Chart
- 11. Position Description Form (PDF)
- 12. CAV (Masteral/Doctoral)

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**4. CONVERSION OF POSITIONS (MASTER TEACHERS)**



Republic of the Philippines  
**Department of Education**  
REGION I

**Checklist of Documentary Requirements  
Conversion of Position  
(Master Teacher Positions)**

**Master Teacher for Elementary  
Implementation**

- \_\_\_ 1. Indorsement from the Schools Division Superintendent for implementation
- \_\_\_ 2. Plantilla Allocation List (PAL)
- \_\_\_ 3. Certified Photocopy of the Letter request of the School Head/Principal
- \_\_\_ 4. Certified Photocopy of RO Evaluation Sheet
- \_\_\_ 5. Certified Photocopy of the List of teachers supervised with their corresponding item numbers of the district
- \_\_\_ 6. Certified Photocopy of the District Data Bulletin
- \_\_\_ 7. Certified copy of PSIPOP printout reflecting the names of the teacher applicants  
*(only those pages containing such names)*



Republic of the Philippines  
**Department of Education**  
REGION I

**Checklist of Documentary Requirements  
Conversion of Position  
(Master Teacher Positions)**

**Master Teacher for Secondary  
Implementation**

- \_\_\_ 1. Indorsement from the Schools Division Superintendent
- \_\_\_ 2. Plantilla Allocation List (PAL)
- \_\_\_ 3. Certified Photocopy of the Letter request of the School Head/Principal
- \_\_\_ 4. Certified Photocopy of RO Evaluation Sheet
- \_\_\_ 5. Certified Photocopy of School Form 7
- \_\_\_ 6. Certified Photocopy of the List of teachers (with their corresponding item numbers) in each of the eight (8) major subject areas signed by the School Principal
- \_\_\_ 7. Certified copy of PSIPOP printout reflecting the names of the teacher applicants (*only those pages containing such names*)