REGIONAL MEMORANDUM
No. 489, s. 2021

REITERATION ON THE LIST OF DOCUMENTARY REQUIREMENTS FOR EQUIVALENTS RECORD FORM (ERF) APPROVAL REQUESTS

To: All Schools Division Superintendents

1. It has been observed and noted that the Schools Division Offices (SDOs) vary in the submission of the documentary requirements for the Equivalents Record Form (ERF) Approval Requests. Pursuant to the letter of Dir. Venancio Trinidad dated November 21, 1995, MECS Order No. 27, s. 1984 and DECS Order No. 59, s. 2000, the following are the list of documentary requirements to be submitted in this Office for ERF Approval:
   a. Indorsement from the Schools Division Superintendent (2 copies)
   b. Four (4) copies of the ERF (form) (2 copies for DepEd RO I Records Section and Personnel Section)
   c. Updated Service Record (2 copies)
   d. Original Transcript of Records with two (2) copies of the Certified Photocopies
   e. Latest appointment (2 photocopies)
   f. Performance rating for the last rating period (2 copies)
   g. List of Training Certificates signed by Schools Division Superintendent (if the applicant does not meet the M.A. Equivalent evaluation) or 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)

2. To prevent submission of voluminous documents which were already assessed in the SDOs and to promptly facilitate processing of said requests, only the required documentary requirements must be submitted.

3. For information, guidance and compliance.

TOLENTINO G. AQUINO
Director IV

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:

LISTS  POLICY  POSITIONS  REQUIREMENTS

AD/h/8/RM
May 24, 2021

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Flores St., Catbangen, City of San Fernando, La Union
(072) 607-8137 / 682-2324
region1@deped.gov.ph | www.depedro1.com