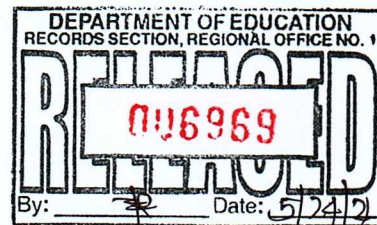




Republic of the Philippines  
**Department of Education**  
 REGION I



Office of the Regional Director

MAY 24 2021

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/hfa/RM  
 May 24, 2021



**DepEd Region 1: Built on character; empowered by competence.**



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

