REITERATION ON THE PROCEDURAL GUIDELINES ON EQUIVALENT RECORDS FORM (ERF), RECLASSIFICATION AND CONVERSION, AND THE USE OF CHECKLIST FOR PROCESSING THEREOF.

To: All Schools Division Superintendents

1. This Office, in line with the authority given, is tasked to approve request for reclassification, conversion, and upgrading of positions in the schools and to indorse the same to the Department of Budget Management (DBM) for the issuance of Notice of Organization, Staffing, and Compensation Action (NOSCA) for implementation.

2. However, during the conduct of verification, the Personnel Section has observed that there were requests with lacking documentary requirements or inconsistent data such as the Plantilla Item Number.

3. Based on DepEd Order No. 2, s. 2021 or the Revised Signing Authorities for Administrative and Financial Matters in the Department of Education, when it comes to Equivalent Record Form (ERF), the School Head endorses the request to the Schools Division Office (SDO). Initially, the Administrative Officer in the SDO certifies the correctness of the data required and the completeness of the documentary requirements and Schools Division Superintendent recommends the request for approval.

4. To streamline the process and to prevent return of requests due to deficiencies, this Office issues a pro-forma checklist for ERF,1 Reclassification,2 and Conversion3 of Position to be attached in the indorsement of the Schools Division Superintendents (SDSs).

5. The checklist shall be used as a guide for the Administrative personnel in the SDOs to determine completeness of the documentary requirements for each request before forwarding it to the Office of the SDS for recommendation and eventual transmittal to the Regional Office.

6. It is informed that the documentary requirements for ERF, Reclass and Conversion are provided by DepEd guidelines and as needed by DBM Region I as an oversight agency.

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1 See Annex "A" for ERF Request for Approval Checklist
2 See Annex "B" for Reclassification Checklist
3 See Annex "C" for Conversion Checklist
7. As regards changes on the Plantilla item number of a particular position in the latest PSIPOP, the HRMO of the SDO is mandated to issue a **CERTIFICATION** with information on the former item number and latest item number.

8. The SDOs are further advised that **NO** recommendation shall be acted upon when the requesting teacher has been deployed to another school unless DBM Region 1 has approved the official transfer of item number to his/her present station together with the issuance of appointment attested by the CSC.

9. The issue on the failure to maintain the required number of teachers supervised by Master Teacher and/or Head Teacher for reclassification or conversion shall be discussed in another Regional guideline.

10. On conversion of position, the quota system on one (1) Master Teacher position regardless of level may be allowed per learning area with at least 5-7 authorized teacher positions within the school shall be strictly observed. On the other hand, conversion of teachers to MT positions per subject area meeting the required number of teachers but no master teachers yet shall be given priority.

11. Upgrading of positions for eligible teachers under Equivalent Records Form scheme shall be automatic. The SDOs are mandated to identify the teachers who meet the requisite length of service.

12. All SDOs are directed to immediately notify this Office if a teacher applied for ERF and subsequently applied for a vacant item thru natural vacancy and was eventually appointed.

13. The issue on the failure to maintain the required number of teachers supervised by Master Teacher and/or Head Teacher for reclassification or conversion shall be discussed in another Regional guideline.

14. On conversion of position, the quota system on one (1) Master Teacher position regardless of level may be allowed per learning area with at least 5-7 authorized teacher positions within the school shall be strictly observed. On the other hand, conversion of teachers to MT positions per subject area meeting the required number of teachers but no master teachers yet shall be given priority.

15. Deliberate transfer of teachers from one learning area to another (secondary) to meet the required number of teachers supervised to qualify for a master teacher item is strictly prohibited.

16. When the name of the school is reflected in the General Appropriations Act, follow what is provided therein for consistency. However, for schools which subsequently changed its name, write the present name followed by its former name enclosed in a parenthesis.
17. For propriety, teacher-applicants on any of those modalities should follow up status of applications only to DepEd Offices. Any concern or issue must first be directed to the SDO concerned. If not resolved or for purposes of clarity, the concern or issue may be elevated to this Office.

18. For strict compliance.

TOLENTINO G. AQUINO
Director IV

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:

PROCEDURE

AD/ann/RJLC/Reiteration on the Procedural Guidelines on ERF, Reclassification, Conversion, and the use of Checklist for processing Thereof

August 19, 2021
annex "B"
Annex "C"
Annex "A"
Annex "C"
Annex A