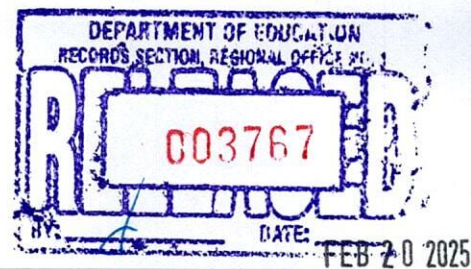




Republic of the Philippines
Department of Education
 REGION I



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
<input type="checkbox"/> 1. Indorsement from the Schools Division Superintendent (2 copies)
<input type="checkbox"/> 2. Letter request of the School Head/Principal
<input type="checkbox"/> 3. Equivalents Record Form (ERF) <i>(Four (4) original copies)</i>
<input type="checkbox"/> 4. Updated Service Record (Two (2) copies)
<input type="checkbox"/> 5. Original Transcript of Records with two (2) copies of the Certified Photocopies
<input type="checkbox"/> 6. Latest appointment (2 photocopies)
<input type="checkbox"/> 7. Performance rating for the last rating period (2 copies)
<input type="checkbox"/> 8. SDS Certification of the List of Training Certificates (to reflect/indicate the total number of hours) <i>(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)</i>
<i>(Maximum of 6 units given to Training - 1 unit is equivalent to 25 hours)</i>
<i>(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)</i>
<input type="checkbox"/> 9. Sworn Statement if enrolled in private school
<input type="checkbox"/> 10. Certification from the School Registrar as to how many units required by the school to finish the course including thesis writing
<input type="checkbox"/> 11. Certified copy of PSIPOPOP printout reflecting the names of the teacher applicants <i>(only those pages containing such names)</i>

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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)

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)

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*



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)*

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 ___ 10. Organizational Chart
- ___ 11. Position Description Form (PDF)
- ___ 12. CAV (Masteral/Doctoral)

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*)