



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

April 17, 2020

DIVISION MEMORANDUM
No. 170 s, 2020

**Reiterating the Issuances on the guidelines, requirements and processing
of Reclassification of Teaching Positions**

TO : ASDS, Chief CID & SGOD
: Public Schools District Supervisors/OIC PSDS
: Elementary and Secondary School Heads
: Elementary and Secondary School Teachers
: All Other Concerns

1. This is a clarification of the issuance of the guidelines, requirements and processes of the application of Reclassification of position for teaching positions to ensure that all qualified are given equal opportunity and proper guidance and procedures to avail of the reclassification of position as well as the details of the prescribed timelines and compliance hereof.
2. The purpose of reclassification is a form of staffing modification and/or position classification action which may be applied only when there has been a substantial change in the regular duties and responsibilities of the incumbent of the position and which may result in a change in any or all of the position attributes: position title, level and salary grade.
3. Below are the category of processes and requirements for application of reclassification of teaching position:
 - a. Processing for approval of Equivalent Record Form (ERF) Application. This is a year-round processing of all qualified applicants based on the merit and fitness, educational advancement, specialized trainings and very satisfactory performance. The approval shall be done at the division level after compliance and submission of the following requirements hereto attached (Enclosures "1 & 2").

Since the Enhanced Community Quarantine still enforced nationwide due to COVID-19, the submission of those pertinent papers to division office shall be done after ECQ is lifted.



- b. Processing of approved ERF for implementation and request for issuance of NOSCA to the Department of Budget and Management, Regional Office, Cebu City. This particular processes and timeline of submission is from first working day of January up to May 31 of the current year after compliance of the following requirement hereto attached (Enclosure 3).

Dir. Sal Jeminez, OIC Regional Director mentioned during the regional virtual conferencing of all Superintendents in Region VII, that the deadline of submission of ERF to DBM is concurred to the original schedule which is May 31, despite of the ECQ implementation nationwide. Thus, this office advised those teachers who have approved ERF and duly complied with all the requirements for implementation shall send their pertinent papers in folder to the division office not later than May 15, 2020 through any available means of carrier/ forwarder like LBC, Philpost etc. This aim to refrain the teachers for coming to the division office to observe ECQ policy and health preventive measures. Only those documents received on the prescribed date shall be forwarded to DBM and the rest of the approved ERF shall be forwarded in the next schedule in January 2021. Except if there's interim guidelines or any issuance from higher office pertaining to this processes due to COVID-19.

- c. Processing of pertinent papers for appointment due to approved reclassified position with approved Notice of Organization, Staffing Compensation Action (NOSCA) from the DBM as basis for budget allocation and issuance of appointment. Thus, the first batch of approved reclassified position for CY 2020 as per attached list of incumbent teachers and requirements in the Division Memorandum # 165, dated April 20, 2020 was released. Therefore, all teachers included in the said list are advised to start processing of pertinent papers that can be secured while the ECQ is still enforced however, submission of the complete to the division office shall be after the ECQ is lifted.
4. For information, guidance, and compliance.


BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent 



ENCLOSURE NO. 1

Requirements: Equivalent Record Form (ERF) for Teacher II

1. Indorsement from the School Head
2. Duly accomplished ERF – 3 copies
3. At least 3 years or more teaching experience plus 20 MA units
4. 9 years teaching experience plus 18 MA units
5. *Original copy of certification from school registrar for MA units/CAR with dry seal*
7. TOR with Certification, Authentication and Verification (CAV) from CHED – original copy with dry seal
8. Updated Service Record – 3 original copies
9. Performance Rating for the last 3 school years – 1 original copy each
10. Duly accomplished CS Form 212 Revised 2017 (Personal Data Sheet) – 3 original copies without erasures
11. Sworn Statement that all documents submitted are true and correct with 1 documentary stamp if there is no dry seal – 1 original copy
12. Latest approved appointment – 3 certified true copies (bring original copy)
13. Latest payslip – 1 certified true copy (bring original copy)
14. Latest plantilla (PSIPOP) – 1 certified true copy
15. Certificates of trainings, seminars, workshops, awards – certified true copies, 1 copy each
Submit original copies in a folder.
16. Certification from the school head that the incumbent of the position to be reclassified qualifies to occupy the new position, Noted by the PSDS.

Requirements: Equivalent Record Form (ERF) for Teacher III – (For Elem. & Jr. HS only)

1. Indorsement from the School Head – to be signed by the school head only
2. Duly accomplished ERF – 3 copies
3. a.) At least 3 years or more teaching experience with CAR or MA graduate
b.) 20 years teaching experience without MA units
4. Original copy of certification from school registrar for MA units/CAR with dry seal
5. TOR with Certification, Authentication and Verification (CAV) from CHED – original copy with dry seal
6. Updated Service Record – 3 original copies
7. Performance Rating for the last 3 school years – 1 original copy each - to be approved by PSDS
8. Duly accomplished CS Form 212 (Personal Data Sheet) – 3 original copies without erasures
9. Sworn Statement that all documents submitted are true and correct with 1 documentary stamp if there is no dry seal – 1 original copy
10. Latest approved appointment – 3 certified true copies (bring original copy)
11. Latest payslip – 1 certified true copy (bring original copy)
12. Latest plantilla (PSIPOP) – 1 certified true copy
13. Certificates of trainings, seminars, workshops, awards not previously credited – certified true copies, 1 certified copy each. Submit original copies in a folder.
14. Certification from the school head that the incumbent of the position to be reclassified qualifies to occupy the new position, noted by the PSDS.



ENCLOSURE NO. 2

Requirements:

Equivalent Record Form (ERF) for MASTER TEACHER

Name: _____

Position: _____

District: _____

Requirements:

- _____ Indorsement from the School Head
- _____ Duly accomplished ERF – 3 copies
- _____ Computation Worksheet for Elementary (District) level or Secondary (School) level – 3 copies
- _____ Certification from School Registrar for C.A.R. or M.A. Degree – original copy with dry seal
- _____ TOR with Certification, Authentication and Verification (CAV) from CHED – original copy with dry seal
- _____ Updated Service Record – 3 original copies
- _____ Performance Rating for the last 3 school years from date of application – 1 original copy each
- _____ Certification that the applicant is actually teaching with regular teaching load supported by a class program. For secondary, include teachers' programs of teachers under the subject area
- _____ Certificate as Demonstration Teacher (MT 1 – District Level) (MT 2 – Division Level) with Training Design approved at the Division Office within the last 5 years from date of application.
- _____ Certificates of trainings, seminars, workshops, awards not previously credited for the last 3 years – 1 certified true copy each and submit original copies in a separate folder.
- _____ Division Rank List of Master Teacher applicants of the present school year approved by SDS
- _____ Certification on Number and Names of Teachers to be assigned/served by MT1 & MT2 (Elementary- no. of teachers in the District = Total no. of teachers – T 1 to T 3 x 6.67% for MT1 and X 3.33 % for MT2) for (Secondary – 6 to 7 teachers per subject area in the same organizational chart (same school, same plantilla with Teachers' Program, Jr. High School only).
- _____ Organizational Chart with names, designation, plantilla Item no. for elem. / by subject area for secondary
- _____ Duly accomplished CS Form 212 (Personal Data Sheet) 3 original copies without erasures
- _____ Latest approved appointment – 3 certified true copies, Bring original copy
- _____ Latest payslip – 1 certified true copy, bring original
- _____ Latest plantilla (PSIPOP) – 1 certified true copy
- _____ Certification from the School Head that the applicant for reclassification is qualified to occupy the new position, noted by the PSDS
- _____ Sworn Statement that all documents submitted are true and correct with dry seal – 1 original copy
- _____ Must be Teacher III for the last 3 years before application.
- _____ Put tabbing
- _____ For ELEMENTARY APPLICANTS ONLY:
 - _____ Proposed deployment report together with the School Form 7 (SF7) of the school where the MT will be deployed in case that the present school does not warrant its size to have a Master Teacher.
 - _____ Commitment letter of the MT applicant that he/she is willing to be transferred to lower grades or another school as soon as he/she is appointed as Master Teacher.
 - _____ Organizational Chart of the present school to be prepared by the School Head, noted by the PSDS.



ENCLOSURE No. 3



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL
City of Tagbilaran



The School Head

Sir/Madam:

We are returning the herein Equivalent Record Forms (ERFs) of _____
duly processed/post audited with the respective grade in accordance with NBC # _____.

It is requested that the teacher will process and submit immediately after compliance of the following papers to this Office for ERF implementation.

- | | | |
|-------------------------------|---|---|
| 1. approved ERF | - | 5 copies, 1 original & 4 certified Xerox copies |
| 2. updated service record | - | 3 certified Xerox copies |
| 3. latest payslip | - | 3 certified Xerox copies |
| 4. updated/approved plantilla | - | 3 certified Xerox copies |
| 5. latest appointment | - | 3 certified Xerox copies |

All xerox copies must be certified at the Records Section, Division Office. Please bring all original copies.

Very truly yours,

