



6. Processing of Equivalent Record Form (ERF)

Equivalent Record Form is a document indicating educational preparation, training, teaching experience and extra-curricular activities for professional growth undertaken by teacher. It is one of the ways for the upgrading of positions of Teachers and for Head Teachers when there is no available position due to retirement or natural vacancy

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	DepEd Teaching Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Indorsement from the SDS (1 Original Copy)		SDO		
1. Performance rating for one (1) rating period (1 original copy)				
2. Updated Service Record (1 Original Copy)		Client		
3. Letter of the requesting personnel (1 Original Copy)				
4. Transcript of Records – TOR (1 Original Copy and 2 certified true copies)				
5. Certificate of training from seminars attended (1 Original copy each)				
6. Sworn statement of the teacher in accordance with the provision of DepEd Order No. 2, s. 1962 (1 Original Copy)				
7. Latest Appointment (1 Original Copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documents through courier or by SDO liaison officers to the Records Section	1.1 Stamp/Receive the documents and forward to the Personnel Section	None	5 minutes	ADAS/ Record Section Staff

	1.2 Assess and Evaluate as to completeness correctness of requirements and take appropriate action	None	20 minutes	ADAS/ Personnel Section Staff
	1.3 Forward to SAO, Admin Division for approval of ERF and initial on the transmittal letter	None	10 minutes	ADAS/SAO
	1.4 Forward the transmittal letter of the ERF to be signed by CAO	None	10 minutes	CAO
	1.5 Forward the signed documents to Records Section for release	None	5 minutes	ADAS/ Records Section Staff
TOTAL:		None	50 minutes	