

	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018
	DIVISION MEMORANDUM		Name of Office: OSDS- SDS

RELEASED

May 15, 2019

DIVISION MEMORANDUM
No. 147, s. 2019

MAY 21 2019
By 
DepED Angeles City
Division of City Schools

**REVISED POLICY GUIDELINES ON THE PREPARATION AND SUBMISSION OF DOCUMENTS FOR
UPGRADING OF POSITION THROUGH EQUIVALENT RECORD FORM (ERF) AND
RECLASSIFICATION OF POSITION**

To : Public Elementary, Secondary and Senior High School Heads/OICs
All Others Concerned

1. Attached is the Regional Order No. 1, s. 2019 signed by Dr. Nicolas T. Capulong, CESO V, regarding the lists of requirement and checklist for Upgrading of Position through ERF and Reclassification of Position.
2. For your information and guidance.


LEILANI SAMSON-CUNANAN, CESO V
Schools Division Superintendent

mnc/adas3/aov

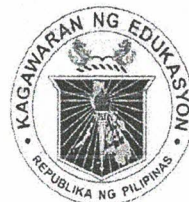
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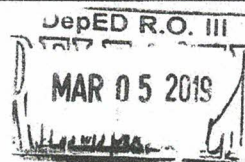


Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION III

Matalino St., D.M. Government Center, Maimpis, City of San Fernando (P)
Website: www.deped.gov.ph/regions/region-iii ✕ Email: region3@deped.gov.ph
Tel. Nos: (045) 598-8580 to 89 • Fax Nos. (045) 4027003 - 05




Regional Order
No 01 S. 2019



To: All Schools Division Superintendent
This Region

**REVISED POLICY GUIDELINES ON THE PREPARATION AND SUBMISSION OF
DOCUMENTS FOR UPGRADING OF POSITION THROUGH ERF AND
RECLASSIFICATION OF POSITION**

1. In order to strengthen transparency and to expedite the approval of requests for Upgrading of Position through ERF and Reclassifications of Position of Teachers in the whole region, this Office issues the revised policy guidelines. To wit:
 - a. All requests shall be properly evaluated in the Division Office before forwarding to the office of the regional director
 - b. The completeness and authenticity of documents shall be certified by the Schools Division Superintendent
 - c. The Division Office shall submit complete, adequate and authenticated records. Evaluators and Administrative Officers are held responsible and accountable for whatever inconsistencies made during the process of pre-evaluation,
2. Attachment to this order are the lists of requirements and checklist for Upgrading of Position through ERF and Reclassification of Position (Enclosure Nos. 1,2 & 3)
3. For information, wide dissemination and compliance


NICOLAS T. CAPULONG, Ph.D., CESO V
Schools Division Superintendent
OIC, Regional Director

Encls: As stated

Reference: DepEd Order 97, s. 2011
MEC Order 10 s. 1979
CPC BUREAU MEMORANDUM DATED SEPTEMBER 1, 1998
MECS ORDER 27 S. 1984

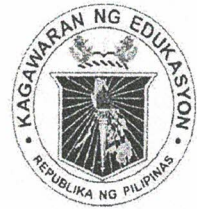
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Enclosure No. 1 to Regional Order 01 s. 2019

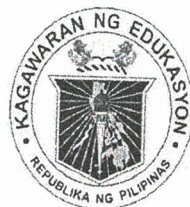
REQUIREMENTS FOR RECLASSIFICATION OF POSITIONS
(Master Teachers, Head Teachers and Schools Principals)

- a. **3 copies** of **Endorsement Letter** duly signed by the Schools Division Superintendent
- b. **2 copies** of **Justification for the Reclassification of Position** justifying for the need of the position duly signed by the Schools Division Superintendent
1 copy of **Rank List** duly signed as certified true and correct by the ranking committee
- c. **1 copy** of **Transcript of Records** certified true and correct by Administrative Officer
- d. **5 copies** of **Plantilla Allocation List**- duly signed by the authorized official/s
- e. **1 copy** of **CSC Form 212**
- f. **1 copy** of **Eligibility/License/PRC ID** certified true and correct by the AO
- g. **2 copies** of **Updated Service Records** duly signed by the authorized official/s
- h. **2 copies** of **Latest Appointment** certified true and correct by the Administrative Officer
- i. **3 copies** of **Post Audited Plantilla of Personnel** (including extension position) bearing the name of the applicant certified true and correct by the Administrative Officer
- j. **1 copy** of **Latest District Data Bulletin** with school breakdown and complete data duly signed as certified true and correct by the authorities
- k. **1 copy** of **Individual Class Program and General Class Program** certified true and correct by the signing authorities
- l. **1 copy** of **Position Description Form**
- m. **2 copies** of **Notarized list of teachers** with their item numbers.
- n. **1 copy** of **Summary of Performance Rating** certified true and correct by the Administrative Officer
- o. **1 copy** each of **Certificates of training** in the school/district acquired during the present position duly certified true and correct by the AO



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Enclosure No. 2 to Regional Order 61 s. 2019

REQUIREMENTS FOR CERTIFICATE OF TRAINING

MTI	MT2	Elementary		Secondary	Principal	
		HTI to HT2	to HT3	HTI to HT6	PI to P2	P3 to P4
At least 25 points in leadership and potential or has been a demonstration teacher on district level plus 15 points in leadership and potential	At least 30 points in leadership and potential and achievement or has been a Demonstration teacher on division level plus 20 points in leadership and potential provided the activities or accomplishments listed for this purpose had not been credited or used for earlier promotion	24 hours of relevant training initiated, sanctioned, approved /recognized by DepEd not used in the immediate previous promotion	32 hours of relevant training initiated, sanctioned, approved/ recognized by DepEd not used in the immediate previous promotion	24 hours of relevant training initiated, sanctioned, approved /recognized by DepEd not used in the immediate previous promotion	48 hours of relevant training initiated, sanctioned, approved/ recognized by DepEd not used in the immediate previous promotion	56 hours of relevant training initiated, sanctioned, approved/ recognized by DepEd not used in the immediate previous promotion



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Enclosure No. 3 to Regional Order 01 s. 2019

REQUIREMENTS FOR UPGRADING OF POSITION THROUGH ERF

(T 1 to T 2, T 1 to T 3, T 2 to T 3, HT 1 to HT 2, HT 2 to HT 3, SPED 1 to SPED 2, SPED 2 to SPED 3, SPED 1 to SPED 3)

- a. **3 copies of Endorsement Letter** duly signed by the Schools Division Superintendent
- b. **4 copies Plantilla Allocation List** duly signed by the Schools Division Superintendent
- c. **4 copies Equivalent Records Form (ERF)** duly signed by the Schools Division Superintendent
- d. **1 original copy of Transcript of Records** with SO and bearing the seal of the school.
- e. **3 copies of Updated Service Records** 1 original & 2 certified photo copy & duly signed by the authorized official/s.
- f. **1 photocopy of latest approved/attested appointment** certified true & correct by the Administrative Officer
- g. **2 copies Updated Personnel Services Itemization and Plantilla of Personnel (PSIPOP)** certified true & correct by Administrative Officer
- h. **Last Performance Rating** Numerical and Descriptive should be indicated on ERF
- i. **1 copy of MA Curriculum** certified true and correct by the School Registrar
- j. **1 copy of Notarized List of Teachers** together with their item number under the Supervision of the proposed appointee.