



Republic of the Philippines  
Department of Education  
Region V  
SCHOOLS DIVISION OF SORSOGON

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August 01, 2024

**DIVISION MEMORANDUM**

No. 159, s. 2024

**SUBMISSION OF 2<sup>nd</sup> BATCH OF REQUEST FOR THE APPROVAL OF EQUIVALENT RECORD FORM (ERF)**

- TO: Public School District Supervisors  
OIC-Public Schools District Supervisors  
Concerned Elementary and Secondary School Administrators  
All Others Concerned
1. With the issuance of DepEd Regional Memorandum Number 00859, s. 2024 dated July 30, 2024, with the subject: Submission of 2<sup>nd</sup> Batch of Request for the Approval and/or Implementation of Equivalent Record Forms (ERF's) and Reclassification of Positions for FY 2024, this office is now accepting documents for request on the approval of **Equivalent Record Form (ERF) 2<sup>nd</sup> Batch**.
  2. Below are the positions who may apply for upgrading through ERF:
    - a. Teacher I to Teacher II or III
    - b. Teacher II to Teacher III
    - c. Head Teacher I to Head Teacher II or III (Secondary School Department Head only)
    - d. Head Teacher II to Head Teacher III (Secondary School Department Head only)
    - e. Head Teacher IV to Head Teacher V or VI (Secondary School Department Head only)
    - f. Head Teacher V to Head Teacher VI (Secondary School Department Head only)
    - g. Special Education Teacher I to Special Education II or III.
    - h. Special Education Teacher II to Special Education Teacher III.
  3. Attached as Annex A1 are the documentary requirements for the above-mentioned positions.



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4. The Regional Office has set the deadline for submission on August 15, 2024. To give ample time for the processing and evaluation of the documents, this office is setting the **deadline on August 09, 2024, until 3pm only.**
5. Background investigation as requested by the SDS will be on **August 10-13, 2024. Head Teacher applicants** are requested to report to the SDS on said dates. They are directed to **bring their portfolio of accomplishments.**
5. For information and guidance.

  
**WILLIAM E. GANDO, CESO VI**  
Schools Division Superintendent



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