



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS – TAGBILARAN  
City of Tagbilaran



Rajah Sikatuna Avenue, Dampas, Tagbilaran City, Bohol 6300 (038) 544-2147; 427-1702 dtagbilarancitydivision@yahoo.com www.depedtagbilaran.org

December 11, 2019

Division Memorandum  
No. 712, s. 2019

**DEADLINE FOR SUBMISSION OF APPROVED EQUIVALENT RECORD FORM  
(ERF)**

To : Division Chiefs  
Education Program Supervisors (EPS)  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Attached is Regional Memorandum No. 0682, s. 2019 enjoining Schools Division Offices to submit approved ERF applications for Elementary and Junior High School positions to the Regional Office through the Personnel/Records Unit starting December 6, 2019. The deadline for submission of approved ERFs is slated on **May 29, 2020**.
2. All approved ERFs shall be endorsed by proper authority. In the absence of such, same shall not be given action.
3. For details, please see attached Regional Memorandum.
4. Immediate and wide dissemination of this Memorandum is desired.

for: **JOSEPH IRWIN A. LAGURA, PhD**  
Schools Division Superintendent

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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

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TAGBILARAN ZONE DIVISION  
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DATE: 12/3/19  
TIME: 4:00 PM

Office of the Regional Director


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Regional MEMORANDUM  
No. 0682, s. 2019



**DEADLINE FOR SUBMISSION OF APPROVED EQUIVALENT  
RECORD FORM (ERF)**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. To expedite the processing of approved ERF applications for Elementary and Junior High School positions with the Department of Budget and Management, Schools Division Offices are enjoined to submit the same to the Regional Office through the Records Unit starting December 6, 2019. The deadline for submission of approved ERFs is slated on May 29, 2020.
2. May it reminded that reclassification for Teacher II and Teacher III positions need not to be ranked since these positions do not involve management and supervision and no ratio is required as to number of teachers occupying such positions in a certain school. In special case for those who are already tenured in service but still occupying Teacher I position, SDOs are encouraged to revisit DECS Order No. 52, s. 1999 (Automatic Position Upgrading) in the processing of their ERF applications.
3. It is hereby reiterated that the guidelines for the reclassification and conversion of positions for Senior High School and Non-teaching personnel are not yet available, thence all related applications momentarily shall not be accommodated. A memorandum, however, will be released outright once the guidelines are available.
4. All approved ERFs shall be endorsed by proper authority. In the absence of such, same shall not be given action.
5. For immediate dissemination and compliance.

  
**SALUSTIANO T. JIMENEZ EdD, JD, CESO V**  
Director III  
Office of the Regional Director

ASD/BDT

  
12/3/19  




Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City