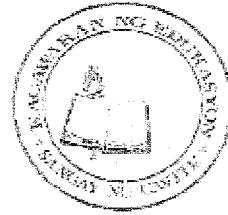




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



July 3, 2015


DIVISION MEMORANDUM

No. 045 s, 2015

**PROCEDURES IN PROCESSING EQUIVALENT RECORD FORM (ERF) AND
RANKING OF TEACHERS I – III, HEAD TEACHER, AND MASTER TEACHER**

TO: Assistant Schools Division Superintendent
OIC, Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Elementary and Secondary Teachers

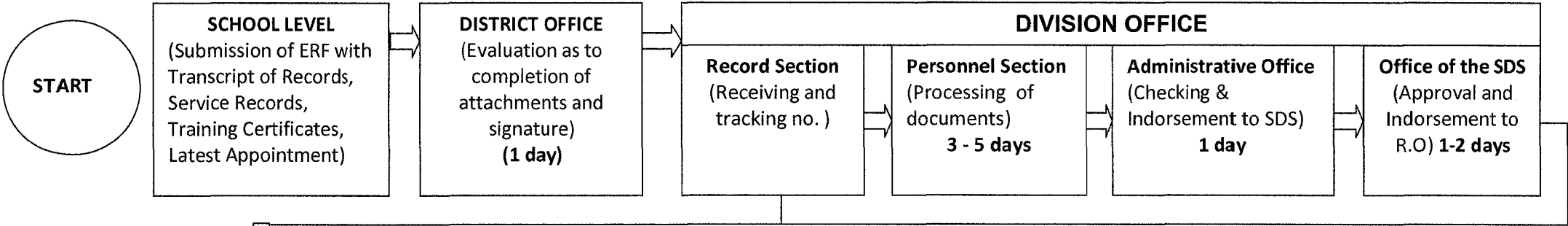
1. To facilitate the screening and evaluation of the documents of the candidates for promotion or applicants for classification, this Office shall follow the Procedures in Processing Equivalent Record Form (ERF) and Ranking of Teachers I – III, Head Teacher and Master Teacher.
2. Please refer to the process flow attached to this Memorandum.
3. Widest dissemination, guidance and compliance of this Memorandum to all concerned is desired.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

PROCESS FLOW IN PROCESSING OF EQUIVALENT RECORD FORM FOR RECLASSIFICATION

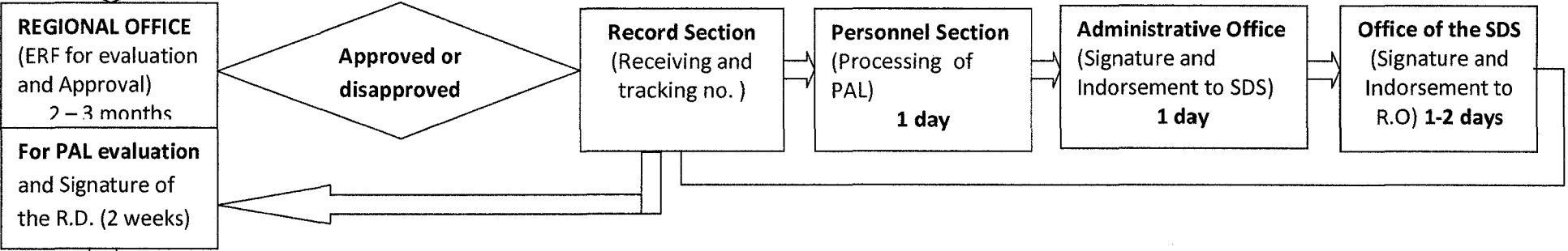
STEP 1

EQUIVALENT RECORD FORM (ERF)



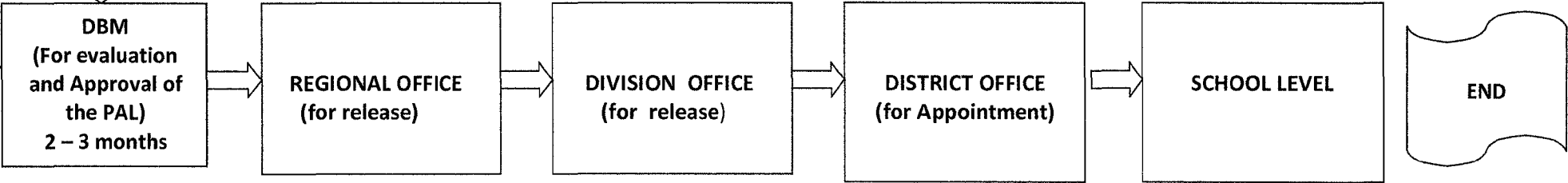
STEP 2

PLANTILLA
ALLOCATION
LIST (PAL)



STEP 3

APPOINTMENT



PROCESS FLOW ON THE RANKING OF TEACHERS I – III, HEAD TEACHER AND MASTER TEACHER

