



July 16, 2018

DIVISION MEMORANDUM
No. **218**s. 2018

**SCHEDULE OF SUBMISSION OF EQUIVALENT RECORD FORM
(ERF) FOR TEACHERS**

TO: Assistant Schools Division Superintendents
OIC, Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public School District Supervisors
Public Elementary, Junior High and Senior High School Heads
Public Elementary, Junior High and Senior high School Teachers
All Concerned

1. In order to facilitate timely processing of Equivalent Record Form (ERF), please be informed that this Office hereby establish the prescribed timeline in submission of the said documents.
2. Submission of the ERF is only for the months of January, February, March, April, August, September, October, November and December except for the months of **May, June, and July** of the preceding year due to voluminous preparation of appointments.
3. Please be guided accordingly.


CHERRYLOU D. REPIA
Schools Division Superintendent