



January 24, 2020

DIVISION MEMORANDUM

NO. 028, s. 2020

**ANNOUNCING THE DEADLINE OF SUBMISSION OF DOCUMENTS
FOR EQUIVALENT RECORD FORM**

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chief, Curriculum and Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
District Human Resource Management Coordinators
All Other Concerned

1. Due to anticipated release of the new guidelines on Recruitment, Selection and Placement (RSP) for Teachers which will no longer require the use of Equivalent Record Form (ERF) and the Philippine Professional Standard for Teachers (PPST) will be the basis for reclassification, this Office will accept Equivalent Record Form (ERF) documents for Teacher II, Teacher III and Head Teacher positions until **February 28, 2020 (Friday)**.
2. All District Human Resource Management Coordinators (DHRMCs) shall check the accuracy and completeness of ERF documents before submission to Schools Division Office – Human Resource Unit.
3. Immediate dissemination of this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

