

Republic of the Philippines
Department of Education
Caraga Region
Division of Surigao del Sur

EQUIVALENT RECORD FORM (ERF)

(submit in four copies)

Name: _____ Date of Birth: _____ Sex: _____
(Surname) (Given Name) (M.I.)

Employee Number: _____ Authorized Position Title: _____

Item Number: _____ Actual Salary: _____

I. EDUCATIONAL ATTAINMENT AND CIVIL SERVICE ELIGIBILITY

Title, Degree of Highest Grade Attained	Name of Institution	Year Received	Civil Service Eligibility	Rating	Date

II. SERVICE RECORDS *(Please attach duly certified service record)*

III. EQUIVALENT UNITS

A. Total Number of Years Teaching: _____ Equivalent: _____

B. Degree to Degree Equivalent (Present Degree): _____ Equivalent: _____

C. Areas of Equivalent:	Inclusive Dates	No. of Units	Description
1. Professional Study			
2. Teaching Experience			
a. Public School			
b. Private School			
3. Administrative Supervisory Experience			
a. Public School			
b. Private School			
4. Others (Seminars, Workshops, etc.)			
TOTAL			

LATEST EFFICIENCY RATING: _____

Conforme:

Teacher's Name and Signature

School Principal/School Head/PSDS/DIC

Note: Teachers do not write below

IV. DIVISION ACTION

Classification	Date Processed	Range Assignment	Salary Range	Scheduled Salary	Remarks

CERTIFIED CORRECT:

REVIEWED BY:

RECOMMENDING APPROVAL:

EPIE P. CABRERA

 HRMO II

SHIRLENE E. CRABAJALES

 Administrative Officer V

JOSITA B. CARMEN, CESO V

 Schools Division Superintendent

V. REGIONAL ACTION

Evaluated by:

Certified Correct:

Approved:

FE M. BARING

 TCE II

MERIAM C. DELA RITA

 Supervising Admin. Officer

EVELYN R. FETALVERO, CESO IV

 Regional Director