



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
Pagadian City



CHECKLIST OF REQUIREMENTS

ERF APPLICATION:

For Teacher II-III; SPET-I, SPET-II, SPET-III

1. Endorsement from the SDS stating/justifying that the incumbent of the position to be reclassified is qualified to occupy the new position (3 copies)
2. Duly Accomplished ERF (5 copies)
3. Transcript of Records reflecting Bachelor's Degree, MA degree, units earned or completion of academic requirements(CAR) with Special Order Number for private schools duly authenticated by the issuing school (1 copy)
4. Updated Service Record issued by the authorized official (2 original copies)
5. Certification of Performance Rating for the last 3 school years (numerical and adjectival rating) duly approved by the authorized official per DepED Order No. 2, s. 2016(1 copy)
6. Certification that the school is a SPED Center issued by the SDS – 1 copy
7. List of pupils enrolled in SPED Class Program (SPET1-III) prepared by the applicant, certified correct by the Principal and noted by the District Supervisor- (1 copy)
8. Omnibus Sworn Statement that all documents submitted are true and correct with documentary stamp duly signed by the applicant, duly sworn to by a Lawyer (2 original copies)
9. Existing/actual duties and responsibilities - Position Description Form(2 copies)

For Head Teacher I,II,III,IV,V,VI

1. Endorsement from the SDS stating/justifying that the incumbent of the position to be reclassified is qualified to occupy the new position (3 copies)
2. Duly accomplished ERF (5 copies)
3. Updated Service Records issued by the authorized official(2 original copies)
4. Certification of Performance Rating for the last 3 school years (numerical and adjectival rating) duly approved by the authorized DepED official per DepED Order No. 2, s. 2016 (1 copy)
5. Transcript of Records reflecting Bachelor's Degree, MA degree, units earned or completion of academic requirements(CAR) with Special Order Number for private schools duly authenticated by the issuing school (1 copy)
6. Enrolment Data (SF 4) in the present school assignment, including the cluster schools handled, prepared by the Principal (Elementary) duly initialed by the Division Planning Officer and approved by the SDS(2 copies)
7. Copy of the latest post-audited Personal Services Itemization and Plantilla of Personnel(PSIPOP) where the item is reflected for Secondary (1 copy)
8. Designation Order as OIC/TIC for 1 year up in a particular school or department issued by the Schools Division Superintendent(for HT-I position) (1 copy)
9. Master Class Program (Secondary) prepared by the Principal duly initialed by the Division Planning Officer and approved by the SDS(1 copy)
10. List of teachers supervised with item numbers for both Elementary and Secondary Levels prepared by the Principal, duly initialed by the Division Planning Officer and approved by the SDS(2 copies)
11. Omnibus Sworn Statement that all documents submitted are true and correct with documentary stamp duly signed by the applicant, duly sworn to by a lawyer (2 original copies)
12. Existing/actual duties and responsibilities - Position Description Form(2 copies)



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CONVERSION OF POSITION

For Master Teachers

1. Basic letter-request from the Schools Division Superintendent addressed to the DBM Regional Director thru the DepED RO IX Regional Director for the issuance of NOSCA(3 copies)
2. Approved PAL - soft copy and hard 1 copy only
3. Transcript of Records reflecting Bachelor's Degree, MA degree, units earned or completion of academic requirements(CAR) with Special Order Number for private schools duly authenticated by the issuing school (1 copy)
4. Updated Service Records issued by the authorized official(2 original copies)
5. Certification of Performance Rating for the last 3 school years(numerical and adjectival rating) duly approved by the authorized official per DepED Order No. 2, s. 2016(1 copy)
6. List of teachers per subject area of all subjects in the secondary school (issued by the School Principal and approved by the SDS(2 copies)
7. Division/District Rank List (Elementary) and School Rank List (Secondary; by subject area) must be signed by the Ranking Committee(Elem) and Principal(Sec.) noted by the SDS (1 copy)
8. Division Data Bulletin (Elementary) prepared by the PSDS and approved by the SDS (2 copies)
9. Omnibus Sworn Statement that all documents submitted are true and correct with documentary stamp duly signed by the applicant, duly sworn to by a lawyer (2 original copies)
10. Evaluation Sheet (Original 3 copies)
11. List indicating total number of existing teaching positions and Master Teacher I and II positions in the Division (for elementary level) duly signed by the Administrative Officer IV(Personnel), Division Planning Officer and certified correct by the Schools Division Superintendent(2 copies)
12. Existing/actual duties and responsibilities - Position Description Form(2 copies)

RECLASSIFICATION OF SCHOOL HEAD POSITIONS

For School Principals

1. Basic letter-request from the Schools Division Superintendent addressed to the DBM Regional Director thru the DepED RO IX Regional Director for the issuance of NOSCA(3 copies)
2. Approved PAL – soft copy and 1 hard copy only
3. Evaluation Sheet (Original 3 copies)
4. Evaluation Sheet for School Principal I(Secondary) should be reflected the names of teachers to be supervised as well as their plantilla item numbers
5. Transcript of Records reflecting MA/Ed.D degree, units earned or completion of academic requirements(CAR) with Special Order No. for private schools duly authenticated by the issuing school(1 copy)
6. Updated Service Records issued by the authorized officials(3 copies)
7. Certification of Performance Rating for the last 3 school years(numerical and adjectival rating) duly approved by authorized official per DepED Order No. 2, s. 2016 (1 copy)
8. Existing/actual duties and responsibilities - Position Description Form(2 copies)
9. Omnibus Sworn Statement that all documents submitted are true and correct with documentary stamp duly signed by the applicant and duly sworn to by a lawyer (2 original copies)



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ERF Implementation

For T-II, III and SPET-I, II, III

1. Basic letter-request from the Schools Division Superintendent addressed to the DBM Regional Director thru the DepED RO IX Regional Director for the issuance of NOSCA(3 copies)
2. Approved PAL – soft copy and 1 hard copy only
3. Approved ERF(if machine copy, marked “A certified true copy from the original, signed by Authorized Official”) (1 copy)
4. Existing/actual duties and responsibilities - Position Description Form(2 copies)

For Head Teachers

1. Basic letter-request from the Schools Division Superintendent addressed to the DBM Regional Director thru the DepED RO IX Regional Director for the issuance of NOSCA(3 copies)
2. Approved PAL –soft copy and 1 hard copy only
3. Evaluation Sheet(Original 3 copies)
4. Evaluation Sheet of Head Teacher I (Secondary) - list of teachers to be supervised should be reflected as well as the Plantilla Item Numbers
5. Approved ERF(if machine copy, marked “A certified true copy from the original, signed by Authorized Official”) 1 copy
6. Existing/actual duties and responsibilities - Position Description Form(2 copies)

NOTE: ALL PHOTOCOPIED DOCUMENTS MUST BE PROPERLY AUTHENTICATED AND SIGNED BY DULY AUTHORIZED OFFICIAL