



Republic of the Philippines  
Department of Education  
REGION VII – CENTRAL VISAYAS  
CITY OF NAGA, CEBU

NAME : \_\_\_\_\_  
POSITION : \_\_\_\_\_  
DIVISION : \_\_\_\_\_

CHECKLIST FOR EQUIVALENT RECORD FORM for PRINCIPAL III

- \_\_\_\_\_ Endorsement from SDS
- \_\_\_\_\_ ~~Duly Accomplished ERF (5 Copies)~~
- For Principal III
- Education:** Master’s Degree in fields of Administration, Supervision, Leadership or Management plus 12 Doctoral Units
- Experience:** Two (2) years as Principal II
- Training:** 56 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous position
- Performance Rating:** At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
- \_\_\_\_\_ Justification for the Reclassification of Position
- \_\_\_\_\_ Duly Accomplished CS Form 212, Revised 2017: Personal Data Sheet – (3 copies)
- \_\_\_\_\_ Transcript of Records with Certification, Authentication and Verification (CAV) from CHED (Original copy)
- \_\_\_\_\_ Updated Service Record (3 Original copies)
- \_\_\_\_\_ Performance Rating for the last 3 consecutive years (Certified photocopy signed by the Administrative Officer – 3 copies)
- \_\_\_\_\_ Certificates/Proofs of Outstanding Accomplishment
- \_\_\_\_\_ Position Description Form for Principal Positions
- \_\_\_\_\_ NEAP Certification as to the result of the NQEP taken and Basic Training Course for School Heads attended;
- \_\_\_\_\_ SBM Task Force’s Certification as to the rating obtained in internal and external stakeholders’ assessment
- \_\_\_\_\_ Division Selection and Promotion Board’s Certification on the points obtained in the Psychological Attributes and Personality Traits assessment
- \_\_\_\_\_ Enrolment Data in the present school assignment, including the cluster schools handled, if any
- \_\_\_\_\_ Latest Approved Appointment – (3 certified true copies)
- \_\_\_\_\_ Latest Payslip or Payroll – (1 certified true copy)
- \_\_\_\_\_ Latest Plantilla (PSIPOP) – (1 certified true copy)
- \_\_\_\_\_ List of teachers under supervision, with the identification of their respective plantilla item number per latest post-audited PSIPOP
- \_\_\_\_\_ Sworn Statement that ALL Documents submitted are true and correct with documentary stamp – 1 copy
- \_\_\_\_\_ Certification of non-availability of item

Evaluated by: **CASEY MARIE A. ALFORNON**  
Administrative Assistant III  
(Records & HR Office)

Reviewed by: **REEMAN CLYDE N. MAÑACAP**  
Administrative Officer IV – HRMO II

