



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

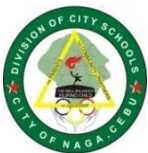
NAME : _____
POSITION : _____
DIVISION : _____

CHECKLIST FOR EQUIVALENT RECORD FORM for TEACHER II

- _____ Endorsement from SDS
- _____ Duly Accomplished ERF (5 Copies)
- _____ At least 1 year or more teaching experience with CAR or MA Graduates, OR
 - _____ Bachelor’s Degree and 20 years in service, OR
 - _____ Bachelor’s Degree and 18 MA Units and 6 years in service, OR
 - _____ Bachelor’s Degree and 15 MA units and 8 years in service
- _____ Original copy of Certification from School Registrar for MA Units/CAR
- _____ TOR with Certification, Authentication and Verification (CAV) from CHED (original copy)
- _____ Updated Service Record – (3 Original copy)
- _____ Performance Rating (IPCRF) for at least 3 years
(Certified photocopy signed by the Administrative Officer – 1 copy per rating)
- _____ Civil Service Form 212, Revised 2017 (Personal Data Sheet) – (3 original copies)
- _____ Sworn Statement that ALL Documents submitted is true and correct with documentary stamp – (1 original copy)
- _____ Latest Approved Appointment – (3 certified true copy)
- _____ Latest Plantilla (PSIPOP) – (1 certified true copy)
- _____ Latest Payslip or Payroll – (1 certified true copy)
- _____ Certificates or Training, Seminars, Workshop, Awards for the last three years **NOT** credited to the previous promotion (certified true copy)

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

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



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