

EQUIVALENT RECORD FORM (ERF)

DIVISION

NAME OF APPLICANT

PRESENT POSITION

PROPOSED POSITION

SCHOOL

No. of Copies	REQUIREMENTS
2	Endorsement Letter from the Schools Division Superintendent / Designate
4	Plantilla Allocation List
4	Equivalent Record Form
1	Authenticated Transcript (TOR) of Records with S.O. Number for Private School and Original TOR with Board Ref / Resolution for Public Schools
1	MA Curriculum duly certified by the School Registrar
2	Updated Service Records
1	Latest CSC attested appointment
1	Xerox copy of the approval sheet for Thesis
1	Notarized list of teachers to be supervised (with subject area for Secondary) indicating item number
2	Updated Personal services itemization and Plantilla of Personnel (PSIPOP)

Evaluated by:

RONALYN Y. CORDERO

Administrative Assistant III
(Personnel-in-Charge)

Date: _____

Noted by:

MARIA KRISTINA D. QUIAÑO

Administrative Officer IV (Division HRMO)

Date: _____