



## CHECKLIST FOR EQUIVALENT RECORD FORM (ERF) IMPLEMENTATION

Name: \_\_\_\_\_  
 Employee #: \_\_\_\_\_

- \_\_\_\_\_ 1. Endorsement
- \_\_\_\_\_ 2. Plantilla Allocation List (PAL) – 5 copies
- \_\_\_\_\_ 3. Approved Equivalent Record Forms (ERF) – 5 copies
- \_\_\_\_\_ 4. Last Approved Appointment – 3 copies
- \_\_\_\_\_ 5. Updated Service Record – 3 copies
- \_\_\_\_\_ 6. Plantilla – 1 copy
- \_\_\_\_\_ 7. Latest Payroll/ Payslip – 1 copy

Checked by:

GENIELOU M. PASANA  
 Administrative Assistant III

Verified by:

REEMAN CLYDE N. MAÑACAP  
 Administrative Officer IV – HRMO II

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