



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

NAME : _____
POSITION : _____
DIVISION : _____

CHECKLIST FOR EQUIVALENT RECORD FORM for MASTER TEACHER I

- _____ Endorsement from SDS
- _____ Duly Accomplished ERF (5 Copies)
- _____ For MT I – must have at least C.A.R. or relevant M.A. Degree
- _____ 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 copies)
- _____ Performance Rating for at least 3 years (Certified photocopy signed by the Admin Officer, District Supervisor, School Heads – 3 copies)
- _____ Certificate that the applicant is actually teaching with regular load supported by a class program
- _____ Certificate as a demonstration teacher
- _____ Certificates or Training, Seminars, Workshop, Awards NOT previously credited (Certified True Copy)
- _____ Division Rank List signed by the SDS (Certified True Copy)
- _____ Certification on Number and Names of Teachers to be assigned/served by MT I and MT II (Secondary)/Number of Teachers and MT I in the District
 - o MTs (Secondary – 5 to 7 teachers per subject area in the same organizational unit)
 - o MTs (Elementary – total number of teachers including MT I in the District)
- _____ Organizational Chart with Item Numbers/Subject Areas
- _____ CS Form 212: Personal Data Sheet – (3 copies)
- _____ Latest Approved Appointment – (3 certified true copies)
- _____ Latest Payslip or Payroll – (1 certified true copy)
- _____ Latest Plantilla (PSIPOP) – (1 certified true copy)
- _____ Certification that the applicant for reclassification is qualified to occupy new position
- _____ Sworn Statement that ALL Documents submitted are true and correct with documentary stamp – 1 copy
- _____ Computation worksheet for MT positions for Elementary (District) Level or Secondary Level
- _____ Must be Teacher III per DECS Order No. 54 s. 1993

Evaluated by: _____ Reviewed by: _____

CASEY MARIE A. ALFORNON **REEMAN CLYDE N. MAÑACAP**
Administrative Assistant III Administrative Officer IV – HRMO II
(Records & HR Office)

Reference: DepEd Order No. 97, s. 2011



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