



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

21 November 2023

DIVISION MEMORANDUM

No. 025 s.2023

ONLINE SUBMISSION OF ERF APPLICATION FOR INITIAL PHASE OF EVALUATION

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
All Elementary and Secondary Public-School Heads and Principals
CID and SGOD Personnel
All Others Concerned

1. In reference to MECS Order No. 33, s.1984, Equivalent Record Form is governed by the principle of "Equal Pay for Equal Trainings and Experience". The Equivalent Records Form or ERF serves as a tool that measures and determines the appropriate classification of a teacher position. It accounts for the educational preparation, training, and teaching experience, as well as the workshops and seminars attended by the teacher for professional growth. Part of the continuous improvement of the Division Office is to propel teacher's career pathing and progression through the implementation of Equivalent Record Form (ERF). Hence, the Division Office shall implement digitalization of ERF application through online submission.
2. To ensure accuracy and completeness of submission of documents for erf application, the following steps for online submission shall be complied, to wit:
 - 2a. Access the link: <http://bit.ly/erfevaluation>
 - 2b. Upload the following documents:
 1. Duly filled-up ERF
 2. Updated Transcript of Records, and
 3. Renewed PRC license
 - 2c. Upon uploading the required documents, the results of the initial evaluation shall be sent thru email.
3. Equivalent Record Forms (ERF) can be downloaded through this link: <https://bit.ly/ERFREQUIREMENTS>.
4. Immediate dissemination of this memorandum is directed.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: as indicated.

Reference: Chapter 6 of DBM Manual of Position Classification and Compensation, DECS Order 5, s. 1998 and DepEd Order No. 97, s. 2011

To be indicated in the Perpetual Index:
under the following subjects:

FORMS QUALIFICATIONS REQUIREMENTS

JRSM/DM-INITIAL EVALUATION FOR ERF



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