

14. Application for ERF (Equivalent Review Form) and Reclassification

This is the process of upgrading of positions of teacher and other teaching related positions and the form of staffing modification or position classification action which is applied only when there is warranted substantial change in the regular duties of the incumbent of the position.

Office or Division:	Personnel Section		
Classification:	Complex		
Type of Transaction:	G2G – Government to Government		
Who may avail:	DepEd Licensed Public School Teachers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
ERF			
1. Equivalent Record Form (4 copies)		Applicant	
2. Original Transcript of Records with CAV (1 original copy)		Emanating Graduate School	
3. MA Curriculum – Certified True Copy (1 copy)		Emanating Graduate School	
4. Photocopy of Latest Attested Appointment (1 copy)		Applicant/Personnel Section	
5. Latest Performance Rating (1 original or certified true copy)		Applicant	
6. Latest Service Record (1 original copy)		Personnel Section	
7. Omnibus (1 copy)		Applicant	
8. Approved Permit to Study (1 copy)		Applicant	
RECLASSIFICATION (HEAD TEACHER AND PRINCIPAL)			
1. Justification for the reclassification of position		School Head/PSDS	
2. CSC Form 212		Applicant	
3. Original Transcript of Records with CAV		Emanating Graduate School	
4. Latest Service Record		Personnel Section	
5. Performance Ratings for the last three rating periods		Applicant	
6. NEAP Certification		Applicant	
7. SBM Task Force’s Certification		Applicant	
8. Enrolment Data (Form 3)		School	
9. Notarized list of teachers with their item number to be handled by incumbent		Applicant	

10. Latest CSC Attested Appointment	Applicant/Personnel Section
11. Copy of PRC ID	Applicant
12. Endorsement from the Schools Division Superintendent	Personnel Section
13. Plantilla Allocation List	Personnel Section
14. Position Description Form	Personnel Section
15. Rank list duly signed by the proper authorities	HRMPSB/Personnel Section
16. Copy of PSIPOP	Personnel Section
17. Certification of non-availability of item	Personnel Section
RECLASSIFICATION (MASTER TEACHER – ELEM.)	
1. Latest CSC Attested Appointment	Applicant/Personnel Section
2. Latest District Data Bulletin with school breakdown and complete data	School/District
3. General Class/School Program	Applicant
4. Certificates of trainings and Outstanding Accomplishments in the school/district	Applicant
5. Justification for the reclassification of position	School Head
6. Original Transcript of Records with CAV	Emanating Graduate School
7. CSC Form 212	Applicant
8. Copy of PRC ID	Applicant
9. Latest Service Record	Personnel Section
10. Performance Ratings for the last three rating periods	Applicant
11. Endorsement from the Schools Division Superintendent	Personnel Section
12. Rank list duly signed by the proper authorities	HRMPSB/Personnel Section
13. Plantilla Allocation List	Personnel Section
14. Copy of PSIPOP	Personnel Section
RECLASSIFICATION (MASTER TEACHER – SEC.)	
1. Justification for the reclassification of position	School Head
2. Original Transcript of Records with CAV	Emanating Graduate School
3. CSC Form 212	Applicant
4. Copy of PRC ID	Applicant

5. Latest Service Record	Personnel Section
6. Performance Ratings for the last three rating periods	Applicant
7. Notarized list of teachers in the school per subject area with their item number	Applicant
8. Latest CSC Attested Appointment	Applicant/Personnel Section
9. Individual Class Programs of teachers under the subject area	Applicant
10. Certificates of trainings and Outstanding Accomplishments in the school/district	Applicant
11. General Class/School Program	Applicant
12. Endorsement from the Schools Division Superintendent	Personnel Section
13. Rank list duly signed by the proper authorities	HRMPSB/Personnel Section
14. Plantilla Allocation List	Personnel Section
15. Copy of PSIPOP	Personnel Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
ERF				
Submit all documentary requirements	Receive the submitted requirements and forward to the Personnel Section	None	40 minutes	Records Personnel/ Administrative Aide VI
	Record and check the completeness of the documents presented	None	1 day	HR Personnel/ Administrative Assistant III
	Process the application and attached necessary documents	None	2 days	HR Personnel/ Administrative Assistant III
	Review and evaluate the documents	None	1 day	Administrative Officer IV- Personnel
	Recommend approval	None	1 hour	Administrative Officer V
	Approve the ERF with indorsement	None	1 day	Schools Division Superintendent
	Release the			

	application for submission to the Regional Office for approval	None	7 hours	Records Personnel/ Administrative Aide VI
TOTAL:		None	6 days and 40 minutes	
RECLASSIFICATION				
Submit all documentary requirements	Receive the submitted requirements and forward to the Personnel Section	None	40 minutes	Records Personnel/ Administrative Aide VI
	Record and check the completeness of the documents presented	None	1 day	HR Personnel/ Administrative Assistant III
	Schedule of deliberation and evaluation	None	1 day or more	HR Personnel/ Administrative Assistant III
	Deliberation and evaluation of documents	None	1 day	HRMPSB
	Process the application and attached necessary documents	None	1 day	HR Personnel/ Administrative Assistant III
	Recommend approval	None	1 hour	Administrative Officer V
	Approve the reclassification with indorsement	None	1 day	Schools Division Superintendent
	Release the application for submission to the Regional Office for approval	None	7 hours	Records Personnel/ Administrative Aide VI
TOTAL:		None	5 days and 40 minutes or more	

