

**Application for ERF (Equivalent Record Form)**

Office or Division:	Human Resource Non-Teaching Unit			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DepEd SDO, QC Head Teachers/Principals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. ERF Application Requirements Checklist		HR Non-Teaching Unit		
2. Plantilla Allocation List (3 <i>originals</i>)				
3. Service Record (2 <i>originals</i>)				
4. Rank list of Personnel who are qualified for the desired position, duly signed by the Chairman and Members of the Ranking Committee or Certification that the applicant is a lone candidate (2 <i>copies</i>)				
5. Endorsement Letter signed by Principal/ Immediate Supervisor (3 <i>copies</i>)		School/Office of Requestor		
6. Duly accomplished Equivalent Record Form (3 <i>originals</i>)		HR Non-Teaching Unit		
7. Authenticated copy of Transcript of Records – Graduate Studies (1 <i>original</i> & 2 <i>photocopy</i>)		Applicant		
8. Certificate of relevant training for the last 5 years, at least 24 hours duration (1 <i>copy</i> each)				
9. Permit to study or Accreditation of units – Graduate Studies (3 <i>photocopy</i>)				
10. Certification that the candidate has "Very Satisfactory" rating for the last 3 years (IPCRF) (3 <i>photocopy</i>)				
11. List of teachers in each of the eight major subject areas, duly identified by their respective item number per Plantilla of Personnel, each page duly signed/certified correct by the head of the school and attested by the Schools Division Superintendent/duly authorized signatory (2 <i>original</i>)		Applicant		
12. Updated copy of the school's Plantilla of Personnel for the current fiscal year – highlighting the name of the teachers in subject area of the teacher for reclassification (1 <i>original</i>)		Applicant		
13. Justification for the need of the Position (1 <i>original</i>)				
14. SF7 for the current school year (2 <i>original</i>)				
15. Service Record (1 <i>copy</i>)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete pertinent documents to the Records Unit	1.1. Process ERF application and attached necessary documents	None	25 minutes	HR Non-Teaching Unit Staff
	1.2. Forward to authorized signatories for signature on ERF Form	None	30 minutes	HR Non-Teaching Unit Staff
2. Furnish teacher with the Endorsement of the ERF to Regional Office	2.1 Indorse the ERF application to Regional Office	None	5 minutes	Records Section Staff
	TOTAL	None	80 minutes	