

## **Checklist for Requirements in the Processing of Equivalents Record Forms (ERF) and Reclassification of Positions**

1. Three (3) copies of fully accomplished ERF
2. One (1) original and one (1) duplicate copy of Official Transcript of Records with S. O. Number for private schools, and Board referendum/Resolution Number for public schools. For teachers who are non-teacher education graduates, units earned in education should be included in the Transcript of Records
3. One (1) original and one (1) duplicate copy of Certification from the Registrar as to the MA units/degree earned by the teacher (if public school)
4. One (1) original and one (1) duplicate copy of Sworn Statement stating that the teacher actually earned the units indicated in the Transcript of Records
5. One (1) original and one (1) duplicate copy of Certification from the Commission on Higher Education (CHED) as to the masteral units/degree earned by the teacher (if private school)
6. One (1) copy of MA curriculum / checklist certified by the Registrar
7. One (1) original and one (1) duplicate copy of comprehensive complete
8. Service Record showing inclusive dates of paid service and salary adjustments / increases granted duly certified by the Schools Division Superintendent, Division / Schools Administrative Officer, or any official authorized to certify service records
9. One (1) certified photocopy of previously approved Equivalents Record
10. Form as Teacher II, if any or Certification of no approved ERF as Teacher II (for Teacher III)
11. One (1) original and one (1) duplicate copy of Notarized List of Teachers being supervised by the proposed appointee with their item numbers (for Head Teachers II and III)
12. One (1) copy of thesis book (MA Degree)
13. Three (3) copies of duly signed Plantilla Allocation List
14. One (1) copy of Personal Services Itemization and Plantilla of Personnel (PSIPOP)