



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division

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SGOD Office (035) 225 - 618

January 30, 2017

DIVISION MEMORANDUM

No. 35 ; s. 2017

**APPROVAL OF EQUIVALENT RECORDS FORMS(ERF)BY
SCHOOLS DIVISION OFFICES**

TO : Assistant Schools Division Superintendents
Division Chiefs
Division Education Program Supervisors
Public Schools District Supervisors/Districts-In-Charge
Public Elementary and Secondary School Heads
Public Elementary and Secondary School Teachers
All Others Concerned

1. Attached is Regional Memorandum No. 0004 s.2017 from DepEd Region VII, Central Visayas entitled "Approval of Equivalent Records Forms (ERF) by Schools Division Offices.
2. Anent this, the Schools Division Promotions and Selection Board (PSB) is charged of the functions in evaluating, deliberating, and on the systematic assessment of qualifications of candidates for promotion in the division and school levels.
3. Further, the APPROVAL of Equivalent Records Form (ERF) documents of all personnel under the jurisdiction of DepEd Division of Negros Oriental shall be handled by this Schools Division Office.
4. For further details, please refer to the attached memorandum.
5. Immediate and wide dissemination of this memorandum is desired.

SALUSTIANO T. JIMENEZ, CESO VI
OIC Assistant Regional Director
Concurrent Schools Division Superintendent

JAN 30 2017



Be One of Us! Be Counted. Let's Practice

W.A.T.C.H.
We Advocate Time Consciousness and Honesty



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



JAN 05 2017

REGIONAL MEMORANDUM
No. 0004s, 2017

APPROVAL OF EQUIVALENT RECORDS FORMS (ERF) BY SCHOOLS DIVISION OFFICES

TO : Schools Division Superintendents
Assistant Schools Division Superintendents
Education Program Supervisors
Elementary and Secondary School Heads
Elementary and Secondary School Teachers

1. Pursuant to the Implementing Rules and Regulations (IRR) of Republic Act No. 9155, otherwise known as the "Governance of Basic Education Act of 2001" the Schools Division Superintendents have the Authority, Accountability and Responsibility of "Hiring, Placing and Evaluating all division supervisors and schools district supervisors, as well as all employees in the division, both teaching and non-teaching personnel, including school heads, except for the assistant schools division superintendents."
2. Likewise, under such IRR and as contained in other related circulars of the Department of Education, the Schools Division Promotions and Selection Board (PSB) is charged with the function of evaluating, deliberating, and of the systemic assessment of qualifications of candidates for promotion in the division and school levels.
3. Concomitant to this, the Equivalent Records Form (ERF), the documents required of which being those necessary for promotion, and such being a requirement for upgrading and reclassification of position, shall, henceforth be **APPROVED** in the Schools Division Offices, effective January 2017.

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"ESA 2015: Kanapatan ng Lahat, Pananagutan ng Lahat"

4. The consolidated Plantilla Allocation List (PAL), however, shall still be approved by the Regional Director.
5. Immediate and wide dissemination of this memorandum is desired.

Juliet A. Jeruta
JULIET A. JERUTA, Ph.D., CESO V
Officer-in-Charge
Office of the Regional Director

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