



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

DIVISION MEMORANDUM

DATE: January 21, 2021

No. 025 S. 2021

TO: Assistant Schools Division Superintendent
Chief Education Supervisors of SGOD and CID
All Others Concerned
This Division

FROM: **JUDELLA R. LUMPAS EdD, CESO VI**
OIC Schools Division Superintendent

SUBJECT: **SUBMISSION OF DOCUMENTS FOR APPOINTMENT OF TEACHERS WITH APPROVED ERF**

1. In view of the release of the Notice of Organization Staffing and Compensation Action for the Implementation of the Approved Equivalent Records Form, the field is hereby informed that the submission of documents for the processing of appointment of teachers with approved ERF shall commence from January 25 to February 10, 2021.
2. List of requirements are as follows.

FORM 212 Personal Data Sheet Revised 2017
Work Experience Sheet
Authenticated Copy of PRC License
Authenticated Copy of PRC Rating
Authenticated Copy of TOR for MA
Marriage License (for Married Female)
Latest Service Records
Latest Appointment
Approved ERF
IPCRF (Summary of Rating 3rating period)
Statement of Assets Liabilities and Net worth
3. All shall be in three copies, Pertinent documents for appointment processing must have table of contents, labeled, segregated and sequentially arranged and fastened.
4. Immediate dissemination of this Memorandum to all concerned is earnestly desired.

DIVISION OF BILIRAN
NEPAL, BILIRAN
RELEASED
BY: 
DATE: 1/21/2021