

Department of Education REGION III

SCHOOLS DIVISION OF BULACAN

DIVISION MEMORANDUM

No. 427

s. 2023

To : Assistant Schools Division Superintendent

District Supervisors

Elementary and Secondary

School Principals/School Heads

All Others Concerned

LIFTING OF THE MORATORIUM ON THE SUBMISSION OF REQUESTS FOR ERF AND RECLASSIFICATION OF POSITIONS

- 1. The moratorium on the submission of requests for ERF and reclassification has been lifted effective September 15, 2023 per Regional Memorandum No. 485, s. 2023.
- 2. Sixty five (65) requests for reclassification and one hundred seventy nine (179) for ERF are still in the Schools Division Office pending submission to the Regional Office.
- 3. Following the above-cited memorandum, seven (7) of said reclassification and nineteen (19) of ERF shall be submitted to the Regional Office monthly and with said given number, all 244 is expected to have been submitted by July, 2024.
- 4. For information and wide dissemination to all concerned.

NORMA P ESTEBAN, EdD, CESO V Schools Division Superintendent

October 2, 2023







Address: Provincial Capitol Compound, Brgy. Guinhawa,

City of Malolos, Bulacan

Website: https://bulacandeped.com
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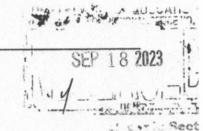


Department of Education

REGION III-CENTRAL LUZON

REGIONAL MEMORANDUM

No. 485 s. 2023



LIFTING UP OF THE MORATORIUM ON THE SUBMISSION OF REQUESTS FOR PROCESSING OF EQUIVALENT RECORD FORMS (ERFs), CONVERSION TO MASTER TEACHER POSITIONS AND RECLASSIFICATION OF POSITIONS (RM No. 046, s. 2023)

To:

Schools Division Superintendents

All Other Concerned

- 1. DepEd Order No. 007, s. 2023, titled, "Guidelines on Recruitment, Selection, and Appointment (RSA) in the Department of Education," which implements the DepEd Merit Selection Plan issued under DepEd Order No. 019, s. 2022, provides the specific guidelines in the selection, hiring, appointment and promotion of individuals to the following positions:
 - a. Hiring of Teacher I positions;
 - b. Hiring and promotion to School Administration Positions;
 - c. Hiring and promotion to Related-Teaching Positions;
 - d. Hiring and promotion to Non-Teaching Positions.
- 2. Several issues were raised on the implementation of the RSA, and on July 6, 2023, Memorandum No. DM-OUHROD-2023-0922, titled, "Omnibus Clarification and Guidance on DepEd Oder No. 007, s. 2023 and Other Matters on Hiring Arrangements of Teachers," was issued clarifying various issues including that on promotion and reclassification to higher teaching positions.
- 3. Memorandum No. DM-OUHROD-2023-0922, reiterated the provision of the RSA, particularly, Section 78 of Enclosure No. 1 of DepEd Order No. 007, s. 2023, which states, "The existing promotion and reclassification guidelines to higher teaching positions in the Elementary and Secondary levels, including SHS, shall remain in effect, unless otherwise modified or amended by subsequent policies."
- 4. Further, the Finance Division, this Office, reported that they were able to source-out funds for implementation during the current year of the accumulated previously approved upgrading of positions.





Address: Matalino St. D.M. Government Center, Maimpis, City Fernando (P)
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Department of Education

REGION III-CENTRAL LUZON

5. In view of the above developments, the moratorium on the submission of requests for processing of ERFs, conversion to Master Teacher positions and reclassification of positions is hereby lifted effective September 15, 2023, subject to the following monthly allocation to ensure compliance to the Anti-Red-Tape Authority (ARTA) requirements as to timely processing of requests and transactions:

DIVISION	ERF	MT AND RECLASSIFICATION OF POSITIONS
ANGELES CITY	11	5
AURORA	11	5
BALANGA CITY	7	3
BATAAN	11	5
BULACAN	19	7
CABANATUAN CITY	11	5
CITY OF SAN FERNANDO	7	3
GAPAN CITY	7	3
MABALACAT CITY	7	3
MALOLOS CITY	7	3
MEYCAUAYAN CITY	7	3
NUEVA ECIJA	19	7
OLONGAPO CITY	7	3
PAMPANGA	19	7
SAN JOSE CITY	7	3
SAN JOSE DEL MONTE CITY	7	3
SCIENCE CITY OF MUNOZ	7	3
TARLAC PROVINCE	19	7
TARLAC CITY	7	3
ZAMBALES	11	5

- 6. The implementation of approved upgrading of positions shall be on a first-come first-serve basis. SDOs are advised to prioritize submission of applications with earlier compliance of the requirements, specially, those qualified teachers who have rendered longer period of service.
- 7. SDOs are advised to conduct inventory of the remaining unimplemented previously approved upgrading of positions for the purpose of prioritization in the submission of request for release of the Notice of Organization, Staffing and Compensation Action (NOSCA) from the Department of Budget and Management (DBM), subject to the availability of funds.







Department of Education

REGION III-CENTRAL LUZON

- 8. Notwithstanding this lifting of the moratorium, in the event that new guidelines for the implementation of approved ERFs, conversion to MT positions and reclassification of positions will be issued, unimplemented approved upgrading may be subjected to re-evaluation aligned with the requirements of the new guidelines.
- Attached are the updated checklists of requirements in the upgrading of the following positions. for ready reference:

a. Principal I-IV (Enclosure No. 1)

- b. Head Teacher I-III (Elementary) (Enclosure No. 2)
- c. Head Teacher I-VI (Secondary) {Enclosure No. 3}
- d. Master Teacher I-II (Elementary) (Enclosure No. 4)
- e. Master Teacher I-II (Secondary) (Enclosure No. 5)
- f. Teacher II-III (Enclosure No. 6)
- 10.The SDO HRMO shall pre-evaluate the application and its supporting documents. Applications with deficiency and/or incomplete supporting documents should not be forwarded to the Regional Office.

11. For information, guidance, and strict compliance.

MAY B. ECLAR, PhD, CESO III

References: DO 07, s.2023 DO 97, s. 2011 DO 39, s. 2007

A1/Perl/perl September 12, 2023







Department of Education

REGION III-CENTRAL LUZON

Enclosure No. 1 to RM No. _____ s. 2023

ELIGIBILITY

PRINCIPAL QUALIFICATION STANDARDS

TRAINING

EXPERIENCE

PRINCIPAL I	Master's Degree in the fields of administration, supervision, leadership or management	Two (2) years as Head Teacher III (ELEM). 2 yrs as HT VI (SEC)	48 hours of relevant training initiated, sanctioned and approved/recognized by Depthi not used in the immediate previous promotion.	RA 1080 (Teacher
PRINCIPAL II	Master's Degree in the fields of administration, supervision, leadership or management plus 6 Doctoral Units	One (1) year as Principal I	48 hours of relevant training instated, sanctioned and approved recognized by DepEd not used in the immediate previous promotion	RA 1080 (Teacher)
PRINCIPAL III	Master's Degree in the fields of administration, supervision, leadership or management plus 12 Doctoral Units	Two (2) years as Principal II	St hours of relevant training initiated, sanctioned and approved/recognized by DepEd not used in the immediate previous promotion	RA 1080 (Teacher)
PRINCIPAL IV	Master's Degree in the fields of administration. supervision, leadership or management plus 24 Doctoral Units	Two (2) years as Principal III	56 hours of relevant training initiated, sanctioned and approved/recognized by DepEd not used in the immediate previous promotion	RA 1080 (Teacher)
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AME:	Supervising a school that be elementary level for the last Cohort Survival Rate: d. Dro and Level III accreditation Copy of innovations in curris Certification from the RO that	longs to the top 10 F 2 school years based p Out Rate, or e , th culum and instruction	DEP Non-passer Principal I Applicants beforming schools in the region/division/ I on any three of the following: a NAT, b bee who have achieved the maturity lev in introduced, adopted or implemented, or d the maturity level of SBM practice	Completion rate, c rel of SBM practice
ROPOSED POSIT CHOOL/DISTRIC TEM NUMBER: DUCATIONAL A		OSEC-DECSB-		
XPERIENCE: UMBER OF TEA	CHERS:			
	Note: All the submitted	photocopies of d	ocuments must be certified true co	Py
			iate, and authenticated records to the bes for whatever inconsistencies made during	





(Personnel-in-Charge)

POSITION

EDUCATION

Master's Degree in the fields



Date

(Division HRMO)



Department of Education REGION III-CENTRAL LUZON

Enclosure No. 2 to RM No. ____ s. 2023

HEAD TEACHER - Elementary

QUALIFICATION STANDARDS

POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	NO. OF TEACHERS
Head Teacher I	At least 12 MA Units in the fields of administration, supervision, leadership or management	Three (i) years teaching	24 hours of referent training ministed, same toured and approved/recognized by Dephid not used in the immediate previous promotion	RA 1080 (Teacher)	
Head Teacher II	At least 24 MA Units in the fields of administration supervision leadership or management	Head Teacher for one (1) year	24 hours of relevant training minated, sanctioned and approved recognized by Dephd not used in the numedate previous promotion	RA 10ke (Teaches)	6 teachers to be supervised
Head Teacher III	A least 36 MA Units in the fields of administration supervision leadership of management	Head Teacher for two (2) years	12 flours of relevant training initiated, sanctioned and appeared are opused by Dephd nor- used in the uninediate previous promotion.	RA 1050 (Feacher)	

Endorsement from the Schools	
AND DESCRIPTION OF THE PARTY AND ADDRESS OF TH	s Division Superintendent
Plantilla Allocation List	
Copy of the latest post audited	Personal Services Itematation and Plantilla of Personnel (PSIPOF) where the item is reflected
Certification of non availability	y of item by the HR
Justification for the reclassific	
Duly accomplished PDS (CSC	Form 212, Revised 2017) with work experience sheet, if applicable
Photocopy of scholastic/acade	emic record such as but not limited to Transcript of Records (TOR) and Diploma including
completion of graduate and po	ost gradute units/degrees, if applicable
Certified, Authenticated and V	Verified (CAV) Transcript of Records from CHED
Notarized self-certification that	ii the applicant officially enrolled/ personally attended and obtained his/her units/diploma
during the SYs as indicated in	n his/her TOR
Photocopy of valid and update	ed PRC Livense/ID
Photoeopy of Certificate of Eli	
Photocopy of latest CSC attes	
Service Records duly signed b	ty the IIR
	Rating in the last rating period covering one (1) year performance in the current/latest
position prior to the deadline	
Certificates/Froofs of Outstar	nding Accomplishment
	mired by DepED, not used in the immediate previous promotion
Fosition Description Form	
Ranklist duly signed by prope	er authorities/Division HRMPSB
	the present school assignment, including the cluster schools handled of any
Notanzed list of teachers with	h their item numbers to be handled by the incumbent
	h their item numbers to be handled by the incumbent
Notanzed list of teachers with General Class/School Progra	h their item numbers to be handled by the incumbent
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Department of Education REGION III-CENTRAL LUZON

Enclosure No. 3 to RM No. ____ s. 2023

HEAD TEACHER -SECONDARY

OUALIFICATION STANDARDS

POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	NO. OF TEACHERS
HEAD TEACHER I	Bachelor's Degree in Secondary Education, or Hachelor's Degree with 18 professional education units with appropriate field of speculination	TIC for 1 year or Teacher for 3 years	24 hours of relevant Training	RA 1080 (Teacher)	7 teachers under the subject area
HEAD TEACHER II	BS Secondary Education of Bacherios Degree with 18 professional Education Units with appropriate field of specialization	Head Teacher for livear or Teacher for 4 years	24 hours of relevant Training	RA 1080 (Teacher)	7 teachers under the subject area
HEAD TEACHER III	Its Secondary Education or Backerios Degree with 18 professional Education Units with appropriate field of specialization	Head Teacher for 2 years or Teacher for 5 years	24 hours of relevant Training	RA 1080 (Teacher)	7 teachers under the subject area
HEAD TEACHER IV	IS Secondary Education or Backerkos Degree with 18 professional Education Units with appropriate field of specialization	Head Teacher for 3 years of Master Teacher for 2 years	24 hours of relevant Training	RA 1080 (Teacher	21 teachers under the subject area
HEAD TEACHER V	BS Secondary Education or Racherios Degree with 18 professional Education Units with appropriate field of specialization	Head Teacher for 4 years or Master Teacher for 3 years	_24 hours of relevant Training	RA 1080 (Teacher	21 teachers under the subject area
HEAD TEACHER VI	BS Secondary Education or Backerios Degree with 18 professional Education Units with appropriate field of specialization	Head Teacher for S years or Master Teacher for 4 years	24 hours of relevant Training	RA 1080 (Teacher	21 teachers under the subject area

REQUIREMENTS

Endorsement from the School	is Division Superintendent
Plantilla Allocation List	
Copy of the latest post-audite	d Personal Services Itemization and Plantilla of Personnel (PSIPOP) where the item is reflected
Certification of non availabilit	y of stem from the HR
Justification for the reclassific	ration of position
Duly Accomplished PDS (CSC	Form 212, Revised 2017) with work experience sheet, if applicable
Photocopy of scholastic/acade	emic record such as but not limited to Transcript of Records (TOR) and Diploma
including completion of grady	ate and post gradute units/degrees, if applicable
Certified, Authenticated and	Verified Transcript of Records from CHED
	at the applicant officially enrolled/ personally attended and obtained his/her
uncts/diploma during the SYs	s as indicated in his/her TOR
Photocopy of valid and update	ed PRC License/ID
Photocopy of Certificate of Eli	
Photocopy of latest CSC attes	
Service Records duly signed t	
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	to the deadline of submission, if applicable
Certificates/Proofs of Outstar	
	Training recognized by DepED, not used in the unmediate previous promotion
	er authorities/Division HRMPSB
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Department of Education

REGION III-CENTRAL LUZON

Enclosure No. 4 to RM No. s. 2023

MASTER TEACHER- Elementary

POSITION	EDUCATION	EXPERIENCE	ADDITIONAL REQUIREMENTS	ELIGIBILITY	Teacher : MT Ratio
Master Teacher I	BEED or Bachelor's Degree plus 18 professional units in Education and 18 Units for a Master's Degree in Education or its equivalent	Three (3) years relevant	At least 25 points in leadership and potential or has been a demonstration teacher on district level plus 15 points in leadership and potential	RA 1080 (Teacher)	6.6% of the total number of teachers in the District
Master Teacher II	BEED or Bachelor's Degree plus 18 professional units in Education and 24 Units for a Master's Degree in Education or its equivalent	One (1) year as MT 1	At least 30 points in leasdership and potential or has been a demonstration teacher on district level plus 20 points in leadership and potential	RA 1080 (Teacher)	3.3 % of the total number of teachers in the District

REQUIREMENTS Endorsement from the Schools Division Superintendent Plantilla Allocation List Copy of the latest post-audited Personal Services Itemzation and Plantilla of Personnel (PSIPOP) where the item is reflected Certification of non-availability of item from the HR Justification for the reclassification of position Duly Accomplished PDS (CSC Form 212, Revised 2017) with work experience sheet, if applicable Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma including completion of graduate and post gradute units/degrees, if applicable Certified. Authenticated and Verified Transcript of Records from CHED Notarized self-certification that the applicant officially enrolled/ personally attended and obtained his/her units/ diploma during the SYs as indicated in his/her TOR Photocopy of valid and updated PRC License/ID Photocopy of Certificate of Eligibility/Rating Photocopy of latest CSC attested appointment Service Records duly signed by the HR Photocopy of the Performance Rating in the last rating period covering one (1) year performance in the current/latest position prior to the deadline of submission, if appllicable Certificates/Proofs of Outstanding Accomplishment Photocopy of Certificate/s of Training recognized by DepED, not used in the immediate previous promotion Ranklist duly signed by proper authorities/Division HRMPSB Updated District Data Bulletin with school breakdown and complete data Updated List of Master Teachers in the District General Class/School Program Individual/ Daily Teacher's Schedule PROPOSED POSITION: SCHOOL/DISTRICT/DIVISION: ITEM NUMBER: OSEC-DECSB-EDUCATIONAL ATTAINMENT/ SCHOOL: EXPERIENCE: MT2 Teacher I-III MT 1 NUMBER OF TEACHERS: Note: All the submitted photocopies of documents must be certified true copy I hereby certify that the above documents are complete, adequate, and authenticated records to the best of my knowledge and ability. I understand that I am also held responsible and accountable for whatever inconsistencies made during the process of pre-evaluation. Evaluated by Noted by (Division HRMO) (Personnel-in-Charge) Date









Department of Education REGION III-CENTRAL LUZON

MASTER TEACHER - Secondary

OUALIFICATION STANDARDS

POSITION	EDUCATION	EXPERIENCE	ADDITIONAL REQUIREMENTS	ELIGIBILITY	Teacher : MT Ratio
Master Teacher I	Bachelor of Secondary Education or Bachelor's Degree plus 18 professional units in Education with appropriate major and 18 Urats for a Master's Degree in Education or its equivalent	Three (3) years relevant experience	At least 25 points in leadership and potential or has been a demonstration teacher on district level plus 15 points in leadership and potential	RA 1080 (Teacher)	5-6 teachers to be
Master Teacher II	Bachelor of Secondary Education or Bachelor's Degree plus 18 professional units in Education with appropriate major and 24 Units for a Master's Degree in Education or its equivalent	or four (4)	At least 30 points in leasdership and potential or has been a demonstration teacher on district level plus 20 points in leadership and potential	RA 1080 (Teacher)	handled/subject area

	REOL	JIREMENT:	8	
Endorsement from the Sc	hools Division Superintender			
Plantilla Allocation List				
Copy of the latest Post-Au	fited Personal Services Itemiz	ation and Plantilla	of Personnel (PSIPC	OP) where the item is reflected
Certification of non-availa	bility of item			
Justification for the reclas	sification of position			
Duly Accomplished PDS (CSC Form 212, Revised 2017	7) with work experi	ence sheet, if appl	icable
Photocopy of scholastic/a	cademic record such as but	not limited to Tran	script of Records /	TOR) and Diploma
attending completion of gr	aduate and post gradute un:	its/degrees, if appl	icable	The same Department
Certified, Authenticated as	ad Verified Transcript of Reci	ords from CHED		
Notarized self-certification	that the applicant officially of	enrolled/ personal	ly attended and ob	tained his/her
uma aliming the	SYs as indicated in his/her	TOR		
Photocopy of valid and up	dated PRC License/ID			
Photocopy of Certificate of	Eligibility/Rating			
Photocopy of latest CSC at				
Service Records duly signe	d by the HR			
Photocopy of the Performa	nce Rating in the last rating	period covering on	e (1) year perform:	ance in the
current/latest position pri	or to the deadline of submiss	sion, if appllicable		
Certificates/Proofs of Outs	tanding Accomplishment			
Panisher deb	ognized by DepED, not used	in the immediate	previous promotion	
Notational National Designed by pr	oper authorities/Division HR	MPSB		
General Class of teachers w	7th their item numbers per s	subject area		
General Class/School Prog				
markidal/ Dally leachers	Schedule (with subject per	time schedule)		
NAME:				
PROPOSED POSITION:				
SCHOOL/DISTRICT/DIVISION				
ITEM NUMBER:			C STATE OF THE STA	
	OSEC-DECSB-			
EDUCATIONAL ATTAINMENT/	SCHOOL:			
Pyneniauae				
EXPERIENCE:				
SUBJECT AREA:				
NUMBER OF TEACHERS:	Teacher I-III	MT 1	MTII	
Note: All the	submitted photocopies	of documents	must be certifie	d t
the and certain that the and	we documents are complete.	adequate, and an	thenticated records	and the second
ablaty. I understand that I am also b	eld responsible and assessed	11 .	minimized record	s to the best of my knowledge and
ablaty. I understand that I am also I evaluation.	seld responsible and account	able for whatever	nconsistencies ma	s to the best of my knowledge and ide during the process of pre-
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evaluation. Evaluated by:		aose for whatever	nconsistencies ma	s to the best of my knowledge and ide during the process of pre-
ability. I understand that I am also be evaluation. Evaluated by: [Personnel-in-Charge]		Noted by:	nconsistencies ma	s to the best of my knowledge and ide during the process of pre-









Department of Education

REGION III-CENTRAL LUZON

Enclosure No. 6 to RM No. s. 2023

REQUIREMENTS FOR EQUIVALENT RECORD FORM (ERF) NO. NO. OF REQUIRED DOCUMENTS COPY/IES Endorsement Letter from the Schools Division Superintendent 1. 2 2. Plantilla Allocation List (PAL) 4 3. Equivalent Record Form (ERF) 4 Original Transcript of Records (TOR) with S.O. for Private Schools and Board 4. Ref/Resolution for Public Schools 1 5. MA Curriculum certified by the Registrar 1 6. Updated Service Records 2 7. Copy of Appointment duly attested by the Civil Service Commission (CSC) 1 8. Xerox copy of approval sheet for Thesis 1 Notarized list of teachers to be supervised with subject area and item 9 number/for Head Teacher 1 Updated Personal Services Itemization & Plantilla of Personnel (PSIPOP) 10. 2 Certification, Authentication and Verification (CAV) from the Commission on 11. Higher Education (CHED) 1









Department of Education REGION III-CENTRAL LUZON

Enclosure No. 6 to RM No. ____ s. 2023

Division

EQUIVALENT RECORD FORM

(Submit in Four Copies)

mployee No.:		Authorized r	osition T	LIC:	
em No.:				ary:	
Educational Att	ainment				
Master's Degree	Completed/ Units Earned (if not completed)	Name of Schools		Year Completed	Equivalent
. Years of Teachin	ng Experience:				
II. Training Attend	Title	Inclusive	Dates	Number of Hours	Sponsoring Agenc
				Hours	
				The same and the same	
Years of Ex	perience in Present Po	ther Related Teaching lesition:			Signature)
Years of Ex 7. Latest Performs	perience in Present Po nnce Rating:			(Teacher's	Signature)
Years of Ex 7. Latest Performs	perience in Present Po nnce Rating:	osition:	Salary Grade		Signature) Remarks
Years of Ex. 7. Latest Performs 71. Schools Division	perience in Present Ponnce Rating: n Action (For School	sition: s Division Evaluator Only)	Salary	(Teacher's	
Years of Ex. 7. Latest Performs VI. Schools Division Classification Certified Correct:	perience in Present Ponnce Rating: n Action (For School	sition: s Division Evaluator Only)	Salary Grade	(Teacher's Salary Schedule	Remarks
Years of Ex. 7. Latest Performs 71. Schools Division Classification Certified Correct:	perience in Present Pounce Rating: n Action (For School Date Processed	s Division Evaluator Only) Range Assignment	Salary Grade	(Teacher's Salary Schedule	Remarks NBC: S
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