



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

August 22, 2022

DIVISION MEMORANDUM

No. 284, s. 2022

**SUBMISSION OF DOCUMENTS FOR PROCESSING OF THE
RECLASSIFICATION OF THOSE WITH APPROVED
EQUIVALENT RECORD FORM (ERF)**

- To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
1. In order to fast track the processing of the reclassification of positions our teaching personnel with approved ERF, this Office is gathering the necessary documents from the districts and schools.
 2. Administrative Officers II in charge of the preparation of said documents should submit the consolidated list by district for elementary and by school for secondary, endorsed by the Public Schools District Supervisor and School Head respectively, together with the required attachments after receipt of the approved Equivalent Record Form (ERF), at the Division Office, c/o **Ma. Sharon S. Barrientos**, Administrative Officer IV / HRMO II.
 3. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

osds/admin

Encl: None

Reference: None

To be indicated in the Perpetual Index
Under the following subjects:

EMPLOYEES

RECLASSIFICATION



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>