



Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

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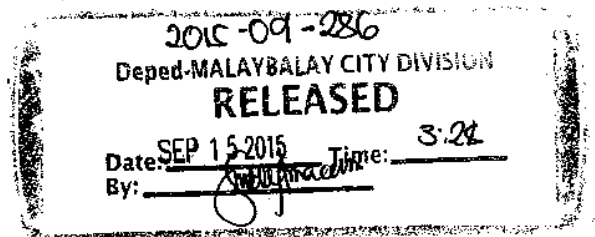
September 7, 2015

**DIVISION MEMORANDUM**

No. 343 s. 2015

**TO :** Chief Education Supervisor & Staff, Curriculum Implementation Division  
Chief Education Supervisor & Staff, Schools Governance & Operations Division  
Public Schools District Supervisors  
School Heads (Elem. & Secondary)  
All Others Concerned

*[Signature]*  
**FROM :** EDILBERTO L. OPLENARIA, CESO VI  
Schools Division Superintendent *po SWS*



**RE :** SUBMISSION OF APPLICATION FOR RECLASSIFICATION POSITIONS THROUGH APPROVED EQUIVALENT RECORD FORM (ERF)

1. This is to inform the field that the Office is now accepting application for reclassification of positions through approved ERF.
2. All teaching personnel with unimplemented approved ERF are hereby required to submit the following documents:
  - Application letter / intent letter endorsed by the School Principal and PSDS;
  - Approved Equivalent Record Form (ERF);
  - Position Description Form – duly signed by immediate supervisor;
  - Waiver ( that one is waiving his/her right to join future ranking ones his/her pertinent documents were submitted to the Regional Office for approval);
3. All documents submitted shall be duly authenticated by the Administrative Officer IV-Records, Florabelle R. Porras. Deadline for submission of application is on or before September 30, 2015. For inquiry, please see Guia Ma. G. Gamutin Personnel Unit.
4. Immediate and wide dissemination of this memorandum is desired.

Copy furnished:  
Records Unit  
Personnel Unit

TO BE POSTED ON THE WEBSITE