



**Republic of the Philippines**  
**Department of Education**  
**REGION X - NORTHERN MINDANAO**  
**DIVISION OF MALAYBALAY CITY**

**EQUIVALENT RECORD FORM**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 (Surname) (Given) (M.I.)  
 Emp. No.: \_\_\_\_\_ Authorized Position Title: \_\_\_\_\_  
 Item No.: \_\_\_\_\_ OSEC-DECSB- \_\_\_\_\_ P.D. No. \_\_\_\_\_ Authorized Salary: \_\_\_\_\_

**I. Educational Attainment & Civil Service Eligibility:**

Title, Degrees, or Highest Grade Attained	Name of Institution	Year Received	CSC/PRC Exam	Rating	Date

**II. Service Record: ATTACHED DULY CERTIFIED SERVICE RECORD**

**III. Equivalent Units:**

A. Total Number of year/s teaching (Public Only): \_\_\_\_\_  
 B. Degree to degree equivalent (present degrees): \_\_\_\_\_  
 C. Areas Equivalent

	School Year	No. of Units	
1. Professional Study	_____	_____	_____
2. Teaching Experience	_____	_____	_____
a. Public School	_____	_____	_____
b. Private School	_____	_____	_____
3. Adm. Supervisory Experience	_____	_____	_____
a. Public School	_____	_____	_____
b. Private School	_____	_____	_____
4. Others (seminars, workshop, etc.)	_____	_____	_____

**TOTAL**

LATEST EFFICIENCY RATING: Rating Period: SY 2019 to 2020 Rating: -  
 Rating Period: SY 2020 to 2021 Rating: -  
 Rating Period: SY 2021 to 2022 Rating: -

\_\_\_\_\_  
 Signature over printed name of Teacher

\_\_\_\_\_  
 Signature over printed name of School Head

\*\*\*\*\*NOTE: TEACHERS ARE NOT TO WRITE ANYTHING BELOW \*\*\*\*\*

**IV. Division Action**

Classification	Date Processed	Preparation Level	Salary Range	Scheduled Salary	Remarks

Certified Correct:

Recommending Approval:

**GUIA MA. G. VILLAHERMOSA**

Administrative Officer IV/HRMO  
 Division Processing Officer

**MANUEL D. DINLAYAN II, DPA**

Administrative Officer V, Administrative Section

**CHERRY MAE L. LIMBACO-REYES**

Schools Division Superintendent

**V. DEPED Regional Office Action**

Evaluated by:

**MA. DIVINA GRACIA M. ZAMUCO**

Teacher Credentials Evaluator II

Date: \_\_\_\_\_

Approved by:

**DR. ARTURO B. BAYOCOT, CESO III**

Regional Director

DEPARTMENT OF EDUCATION  
 REGION X, CAGAYAN DE ORO CITY  
 POST-AUDIT OF TEACHING POSITION  
 CLASS TITLE: \_\_\_\_\_  
 SALARY GRADE: \_\_\_\_\_  
 SUBJECT TO AVAILABILITY OF AN ITEM



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
 Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



21 93 0060