

## ERF CHECKLIST OF REQUIREMENTS

Name: \_\_\_\_\_ District/School: \_\_\_\_\_  
Employee No.: \_\_\_\_\_ PBET/LET: \_\_\_\_\_  
Exam Date: \_\_\_\_\_ Rating: \_\_\_\_\_  
No. of Yrs in Private School: \_\_\_\_\_ Covered SY: \_\_\_\_\_

- 1 copy indorsment from school signed by the School Head
- 3 copies of Duly Accomplished ERF (RO, SDO and Teacher/Employee)
- 1 copy of Updated Service Record as of \_\_\_\_\_
- 1 copy of Latest Approved Appointment
- Graduate (*duly Authenticated by School/University*)
  - If Private School attach 1 copy of Sworn Statement
  - 1 copy of Official Transcript of Records
  - if units earned, submit certification on number of units earned (*duly Authenticated by School/University*)
  - if MA Graduate, attach copy of Special Order # of Graduation-for Private School or Board Resolution # of Graduation-for Public School

Thesis Title:

- if MA (Non-thesis), prospectus/curriculum authenticated by registrar
- Undergraduate (*duly Authenticated by School/University*)
  - 1 copy of Official Transcript of Records (duly Authenticated by School/University)
  - if Private School, attach 1 copy of Sworn Statement
  - Special Order # of Graduation-for Private School
  - Board Resolution # of Graduation-for Public School
  - Diploma/Certification of Graduation
- 1 Copy of PRC License (ATM Type)/Renewal of PRC (duly authenticated by PRC)
- 1 Copy each of Latest Performance Rating:
  - SY 2021-2022
  - SY 2020-2021
  - SY 2019-2020

**IMPORTANT:**

- For ERF for Teacher 2  
at least 20 MA units, or at least 20 years continuous service  
Remarks:
- For ERF for Teacher 3  
MA degree, or 20 MA units + 20 years continous service  
For those having less than 20 MA units  
3 years continous service = 1MA unit  
must total to atleast 42 MA units  
Remarks:
- ALL PHOTOCOPIES MUST BE AUTHENTICATED BY  
the Issuing Office or the Principal or Administrative Officer V, whichever is applicable
- Sworn Statement administered by Notary Public, Barangay Captain or Mayor

NOTE:

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