

ERF CHECKLIST OF REQUIREMENTS (SPED)

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

- 1 copy of indorsment from school signed by the School Head
- 3 copies of Duly Accomplished ERF
- 2 copies Updated Service Record as of _____
- 2 copies Latest Approved Appointment
- 1 copy of Certification from the School Head that candidate has at least 3 years experience in teaching children in any of the categories of children with special needs
- 1 copy of Data Report on the number of pupils/students enrolled in the category of children with special needs handled for the last 3 years
- 1 copy of Certification that current station/school is an existing authorized SPED school/center
- Graduate (*duly Authenticated by School/University*)
 - If Private School attach 1 copy of Sworn Statements
 - 1 copy of Official Transcript of Records (duly Authenticated by School/University)
 - if units earned, submit certification on number of units earned (*duly Authenticated by School/University*)
 - if MA Graduate, attach copy of Abstract and Approval Sheet
- 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 Statements
 - 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 (must be duly authenticated by PRC)
- 1 copy each of Latest Performance Rating:
 - SY 2021-2022
 - SY 2020-2021
 - SY 2019-2020

IMPORTANT:

- For ERF for SPED Teacher I
Bachelors Degree in Education with a minimum of 18 units of SPED at the graduate level
Remarks:
- For ERF for SPED Teacher 2
38 units in Special Education at the masteral level
Remarks:
- For ERF for SPED Teacher 3
MA in SpEd or its equivalent
3 years continous service = 1MA unit
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:
