



Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
 SCHOOLS DIVISION OF CEBU PROVINCE

**EQUIVALENT RECORD FORM (ERF)**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_  
 (Surname) (Given Name) (M.I.)

Employee No: \_\_\_\_\_ Current Position Title: \_\_\_\_\_  
 Item No.: \_\_\_\_\_ N.U.C. No.: \_\_\_\_\_ Authorized Monthly Salary: \_\_\_\_\_

**I. EDUCATIONAL ATTAINMENT & SERVICE ELIGIBILITY:**

UNITS DEGREES OR HIGHEST GRADE ATTAINED	NAME OF INSTITUTION	YEAR RECEIVED	CIVIL SERVICE EXAMINATION	RATING	DATE

**II. SERVICE RECORDS: Attached duly certified service record:**

**III. EQUIVALENT UNITS:**

- Total no. of years teaching (Public only) \_\_\_\_\_ Equivalent \_\_\_\_\_
- Degree or Degree Equivalent (Present Degree) \_\_\_\_\_ Equivalent \_\_\_\_\_
- Area of Equivalent \_\_\_\_\_

	SCHOOL YEAR	NO. OF UNITS	DESCRIPTION
<b>1. Professional Study</b>			
<b>2. Teaching Experience</b>			
a. Public School			
b. Private School			
<b>3. Admin. &amp; Supervisory Experience</b>			
a. Public School			
b. Private School			
c. Other (Seminar, Workshop, etc.)	Please see separate sheets		
<b>TOTAL:</b>			

LATEST EFFICIENCY RATING: \_\_\_\_\_

NOTE: Teachers Do Not Write Below

\_\_\_\_\_  
Signature

**VI. DIVISION ACTION:**

CLASSIFICATION	DATE PROCESSED	RANGE ASSIGNMENT	SALARY GRADE	SCHEDULED SALARY	REMARKS

PROCESSED BY:

REVIEWED BY:

RECOMMENDING APPROVAL:

ELDENITA A. NAZARENO/MARILIE L. MACAHIG  
Division Processing In-Charge

JEREMY C. DENAMPO, JD  
Administrative Officer V

LEAH B. APAO, EdD CESE  
Assistant Schools Division Superintendent

APPROVED BY:

MARILYN S. ANDALES, EdD CESO V  
Schools Division Superintendent