

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

May 10, 1984

MECS O R D E R
No. 27, s, 1984

EXPEDITING THE APPROVAL OF EQUIVALENTS RECORD FORM
OF TEACHERS

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Schools Superintendents
Vocational School Superintendents/Administrators

1. It has been observed that a big number of recommendations for the post-audit/approval of Equivalents Record Forms (ERF) of teachers submitted to this Office are returned because the required documents/papers to support such ERFs are not attached or properly accomplished. This causes much delay in the approval of the ERF, not to mention the unnecessary effort and expense incurred in connection therewith.

2. To enable this Office to expedite action on ERFs of teachers submitted to this Office for post-audit/approval, it is requested that the Processing Officer/Teacher Credentials Evaluator of the Regional Offices, Division Offices and Vocational Schools take utmost care in checking and verifying the accuracy of the supporting documents/papers and see to it that all requirements have been complied with. It is further requested that a certificate indicating the documents/papers submitted together with the ERF, duly certified by the Processing Officer of the Regional Office be submitted together with the recommendation. The supporting papers are as follows:

- a. Original official transcript of records and special order and/or certification of graduation duly certified by the school concerned.
- b. Sworn statement of the teacher in accordance with the provision of Department Order No. 12, s. 1962, an inclosure to Memorandum No. 51, s. 1962, if the teacher studied in a private school.
- c. Level IV Training Certificate of Completion showing number of hours attended duly signed by the Superintendent of Schools (Refer to General Letter No. 153, dated November 12, 1962).
- d. Copy of thesis or seminar paper/dissertation in accordance with General Letter No. 100, dated August 10, 1951.
- e. Comprehensive complete service record showing inclusive dates of paid service and salary adjustments/increases granted duly certified by the Division Superintendent of Schools,

School Administrative Officer, Administrative Assistant, or any official authorized to certify service records.

- f. Original or xerox certified true copy of previously approved Equivalent's Record Form, if any.
 - g. Certified true copy of the decision, if any, regarding violation of study load regulations.
 - h. List of teachers together with their item numbers, under the supervision of the proposed appointee.
 - i. Correct item number with the corresponding salary range and rate of the proposed position as authorized in the General Appropriations Act. Personal Services Itemization should be indicated on the face of the appointment.
3. Only teachers with at least very satisfactory performance should be recommended for upgrading. The performance rating should be indicated on the Equivalent's Record Form.
4. Strict compliance is desired.

(SGD.) JAIME C. LAYA
Minister

References:

Department Order: (No. 12, s. 1962)
BPS Memorandum: (No. 51, s. 1962)
General Letters: (Nos. 100, dated August 10, 1951 and
No. 153, dated November 12, 1962)

Allotment: 1-2-3--(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

RECORDS
STUDENTS
TEACHERS