

REQUIREMENTS FOR E R F	
Name: _____	
Fr. Tea. _____ To Tea. _____ Gr. Assgn. _____	
Item No. _____	P _____
School/Dist. _____	
<p><i>All documents in photocopies should be <u>duly certified</u> by the AO or any authorized official/representative</i></p>	
<input type="checkbox"/>	EQUIVALENT RECORD FORM (4 cps)
<input type="checkbox"/>	Original OFFICIAL TRANSCRIPT OF RECORDS (OTR) w/ 3 photocopies
<input type="checkbox"/>	SWORN STATEMENT of the Teacher in compliance w/ the provision of DO # 12, s. 1962, (inclosure to Memo. # 52, s. 1962) if the Teacher studied in a <u>private school</u>
<input type="checkbox"/>	CERTIFICATION from the school on the area of SPECIALIZATION in the given course stating the <u>no. of units</u> required to finish the MA including thesis writing and/or <u># of lacking units</u> to finish the course. (4 cps)
<input type="checkbox"/>	Copy of approved STUDY LEAVE/PERMIT/ SCHOLARSHIP AGREEMENT
<input type="checkbox"/>	Complete SERVICE RECORD showing inclusive dates of paid service/salary adjustments granted, duly certified by any authorized official (4 cps)
<input type="checkbox"/>	Latest PERFORMCE RATINGS w/ at least <u>V.S.</u> For the last 2 rating periods
<input type="checkbox"/>	CERTIFICATE OF TRAININGS/SEMINARS of at least 3 days (shld be continuous)