

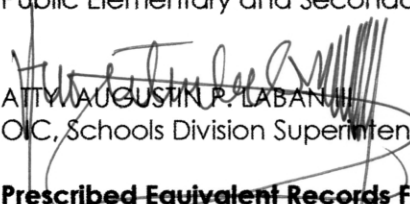


Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIOCITY
82 Military Cut-Off, Baguio City
Tel. No.: (074) 442-7819



Memorandum

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads
Public Elementary and Secondary Teachers Concerned

From: 
ATTY. AUGUSTIN R. LABANAN
OIC, Schools Division Superintendent

Subject: **Prescribed Equivalent Records Form (ERF)**

Date: June 30, 2016

1. Attached herewith is the prescribed **Equivalent Record Form** (ERF) to be accomplished and list of its required documents to be submitted by all the public elementary and secondary school teachers who are intending to be upgraded or promoted in their teaching position.
2. Dissemination and compliance of this memorandum is enjoined.