

ERF REQUIREMENTS

FR.	T - I to T - II / T - I to T - III / T - II to T - III
	EQUIVALENT RECORD FORM
1	(4 Original Copies print in Legal Bond paper)
2	Original Transcript of Records (with 3 photocopies)
3	Sworn Statement of the teacher in compliance w/ the provision of DO # 12, s. 1962. If the TEACHER enrolled/studied in a PRIVATE SCHOOL. (with 3 photocopies)
4	CERTIFICATION OF GRADUATION / CERTIFICATION from the school on the area of SPECIALIZATION in the given course stating the NO. OF UNITS finished with NO. OF LACKING UNITS to finish the course (with 3 photocopies)
5	Original STUDY PERMIT (ONLY) /LEAVE/ SCHOLARSHIP AGREEMENT (ORIGINAL COPY ONLY)
6	SERVICE RECORD (ORIGINAL COPY ONLY)
7	Latest PERFORMANCE RATING with at least V.S for the last 2 rating periods (ORIGINAL COPY ONLY)
8	LATEST APPOINTMENT (ORIGINAL COPY ONLY)
9	CERTIFICATE OF TRAININGS/SEMINARS of at least 3 days (should be continuous) (ORIGINAL COPY ONLY)