



Republic of the Philippines  
**Department of Education**  
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

**DIVISION MEMORANDUM**

No. 124, s. 2025

21 FEB 2025

**ACCEPTANCE OF APPLICATION FOR EQUIVALENTS RECORD FORM  
(ERF) AND RECLASSIFICATION OF POSITIONS**

To: **Interested Qualified Applicants**

1. The Schools Division of the City of Batac (SDCB) is now accepting application for Equivalents Record Form (ERF) and reclassification of positions.
2. All interested applicants are advised to submit their application documents until a moratorium is issued to the **Records Unit** of the Division Office of the Schools Division of the City of Batac.
3. Applicants shall submit one (1) copy of the following documentary requirements:

- a. Letter of intent addressed to the Schools Division Superintendent, using the following format:

**ANSELMO R. ALUDINO**

Schools Division Superintendent  
Schools Division of the City of Batac

Thru: Jadley Mel P. Piso  
Administrative Officer IV  
Human Resource Management Officer

- b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduation and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period/s covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form which can be downloaded from <https://tinyurl.com/5dx77m6c>, notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:



SDCB RECORDS UNIT

2503088

- i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
  - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 4(i) is not relevant to the position to be filled, if applicable.
4. Online submission of electronic copies of the above-enumerated application documents may be submitted through the official email address of the HRMU ([sdcbhrunit@deped.gov.ph](mailto:sdcbhrunit@deped.gov.ph)), subject to the submission of the hard copy for purposes of verification.
5. Submission of original documents are highly discouraged, as original documents are only required to be presented during the validation process.
6. Applications with incomplete documents shall not be entertained.
7. Applicants are reminded that once the application is received by the Division through its Records Unit, no additional document/s shall be accepted.
8. Applications submitted after the deadline of submission shall not be included for this screening, but shall be included in the list of succeeding screening/s.
9. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
10. The Schools Division of the City of Batac aims to attract a diverse pool of applicants with the necessary qualifications and potential without regard to personal characteristics such as but not limited to disability, race, color, sexual orientation, religion, political opinion, national extraction or social origin.
11. A separate Memorandum will be issued for the final assessment and verification of documents for qualified applicants;
12. Immediate and widespread dissemination of this Memorandum is desired.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: None  
Reference:  
To be included in the Perpetual Index  
Under the following subject:

Application      Documents

OSDS HRMU FDA/Submission of Application for Equivalent Record Form (ERF) and Reclassification  
015/February 19, 2025