



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

HR Corp

AM-FEB-2025-J61
02-282

Office of the Schools Division
Superintendent

MEMORANDUM

APPROVED EQUIVALENT RECORD FORM

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. The Schools Division Office of Muntinlupa, informs the field of the List of Teachers with Approved Equivalent Record Form.
2. Attached are as follows:
 - Enclosure 1 – List of Teachers with Approved Equivalent Record Form
 - Enclosure 2 – List of Requirements.
3. The requirements must be checked by the School Administrative Officer II/School HR-in-Charge and must be submitted to the Division Personnel Unit on or before February 28, 2025. Late submission of the requirements will result to the delay processing of appointment.
4. For further queries and information may be directed to the Division Personnel Unit email at recruitment.sdomuntinlupa@deped.gov.ph
5. Immediate dissemination of, and compliance to this Memorandum is desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: As stated.
To be indicated in the Perpetual of Index
under the following subjects:

RECLASSIFICATION PROMOTION APPOINTMENT

AMF-APPROVED EQUIVALENT RECORD FORM
076/February 17, 2025 UN-2025-076

Annex A.

List of Teachers with Approved Equivalent Record Form

No.	NAME	SCHOOL	FROM	TO
1	Ms. KATHERINE S. CANLAS	PEDRO E. DIAZ HS	TEACHER III	MT- I
2	Ms. MARY ANN R. FRANCO	PEDRO E. DIAZ HS	TEACHER III	MT- I
3	Ms. MARIAN C. MUYOT	PEDRO E. DIAZ HS	TEACHER III	MT- I
***** <i>Nothing Follows</i> *****				

**Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE
City of Muntinlupa**

LIST OF REQUIREMENTS FOR RECLASS AND PROMOTION

No.	List of Documents	(Folder 1)	(Folder 2) (Photocopy)
1	Endorsement Letter with Checklist from Administrative Officer II/HR Representative of School	1 (Original)	0
2	Position Description Form (PDF) c/o HR of School	3 (Original)	0
3	Work Experience Sheet - Computerized	3 (Original)	0
4	Form 212 (PDS) - Computerized	3 (Original)	0
5	PRC Authenticated Professional License * One (1) Original Authenticated Copy * Two (2) Photocopies Authenticated Copys	1 (Original) 2 (Photocopy)	0
6	PRC Authenticated Report of Rating- (LET-Rating) * One (1) Original Authenticated Copy * Two (2) Photocopies Authenticated Copys	1 (Original) 2 (Photocopy)	0
7	First Day of Service/ Assumption of Duty c/o School HR	3 (Original)	0
8	Form 32 (OATH) c/o School HR	3 (Original)	0
9	Form 211 Medical Certificate (all result of examination must be attached) with documentary stamp, Certified by Government Physician - Blood Test - Drug Test - Urinalysis - Chest X-ray	1 (Original)	1
10	Statement of Assets, Liabilities, and Net Worth (SALN) Form - Photocopy	1 (Photocopy)	1
11	Transcript of Record <u>Certified</u> by the School Registrar (Bachelors & MA)	1 (Original CTC)	1
12	Updated Service Record or Certificate of Employment	1 (Original)	1
13	Marriage Contract - (Original PSA)	1 (Original)	1
14	Birth Certificate (if Single) (Original PSA)	1 (Original)	1
15	Birth Certificate Minor Children (2 pcs.) - Photocopies	1 (Photocopy)	1
16	NCII/ NCIII/ TMC (If applicable)	1 (Original)	1
17	Previous Appointment - Photocopy	1 (Photocopy)	1
18	Latest IPCRF/OPCRF	1 (Original) 1 (Photocopy)	1
19	Leave Card: Signed by the school head (if reassigned to new station)	1 (Original)	1
20	Certification of Leave Credits (if reassigned to new station)	1 (Original)	1
21	For Natural Vacancy Promotion Ranking - c/o HR DO	1 (Photocopy)	1
22	If Reclass Nosca (Notice of Organization , Staffing & Compensation Action) - Photocopy c/o HRDO	1 (Original)	1

Received By: _____