



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

February 08, 2023

REGION MEMORANDUM  
AD-2023-006

**REVISED SIGNING AUTHORITIES ON THE APPROVAL OF EQUIVALENTS  
RECORD FORM FOR TEACHING AND TEACHING-RELATED  
POSITIONS**

To: Schools Division Superintendents  
Regional Reclassification Committee

1. Pursuant to **DepEd Order No. 001, s. 2023 titled “Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities,”** this Office reinforces the necessary step in ensuring the alignment of the current organization in the Department of Education SOCCSKSARGEN Region with approved organizational structure to continuously improve and strengthen its mandates, processes and system.
2. To fastrack teacher’s career pathing and progression through the implementation of the **Equivalents Record Form (ERF)**, this Office directs all Schools Division Offices to note the revised signing authorities specifically on the approval and implementation of ERF for teaching and teaching-related positions.
3. Consistent with the principles of accountability and shared governance, the personnel responsible and in-charge of the process are advised to follow the signing authorities and approval of the Equivalents Record Form (ERF), to wit:

<b>Documents to be submitted by SDOs</b>	<b>Conforme</b>	<b>Recommending Approval (SDO)</b>	<b>Approval (RO)</b>
ERF of Teachers (T-I, T-II, T-III, SPET-I, SPET II, and SPET III)	School Head	Schools Division Superintendent	Assistant Regional Director
ERF for conversion to Master Teacher	School Head	Schools Division Superintendent	Regional Director
ERF for reclassification of school head positions (Head Teacher I, II, III, IV, V, and VI, Principal I, II, III, and IV)	Assistant Schools Division Superintendent	Schools Division Superintendent	Regional Director





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4. For any inquiries you may contact **Jovel S. Hunas, Teacher Credential Evaluator II at 0907-3967-562.**

5. Wide dissemination of and strict compliance of all concerned to this memorandum is desired.

  
**CARLITO D. ROCAFORT**  
Director IV

Enc.: *N o n e*

Reference: *DepEd Order No. 001, s. 2023*

Allotment: *N o n e*

To be indicated in the Perpetual Index under the subject:

HUMAN RESOURCE      PERSONNEL      RECLASSIFICATION

*JSH/AD-P/OM/REVISED SIGNING AUTHORITIES ON THE APPROVAL OF EQUIVALENTS RECORD FORM FOR TEACHING AND TEACHING-RELATED POSITIONS/004/January 29, 2023*



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