



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

February 7, 2020

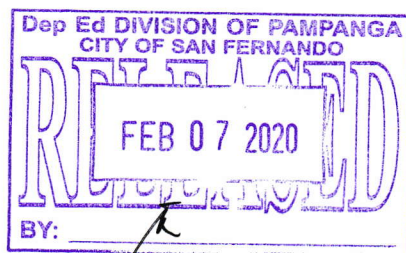
DIVISION MEMORANDUM
No. 85, s. 2020

SUBMISSION OF APPLICATIONS FOR EQUIVALENT RECORD FORMS (ERFs), AND PROMOTION AND RELEASE OF APPROVED APPOINTMENTS, ERFs AND RECLASSIFICATIONS, AND CRITICAL DOCUMENTS BY THE RECORDS UNIT

To: CID and SGOD Chiefs
Public Elementary and Secondary School Heads
All others concerned

1. This Office announces its policy on the receiving of applications for Equivalent Record Forms (ERFs) and promotion and releasing of approved appointments, ERFs and reclassifications and critical documents like communications from the Legal Units of both the Regional and Division Offices. All the above-mentioned documents shall be released by the Records Unit to the concerned personnel only.
2. School heads are requested to facilitate said concern of teachers while ensuring that regular classes are not affected.
3. Application for ERF, reclassification and promotion may be submitted by teachers during Fridays until 6:00 PM.
4. Immediate dissemination of this Memorandum is desired.


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Schools Division Superintendent



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