



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

Manila, August 22, 1997

OFFICE OF THE SECRETARY

February 4, 1998

DECS O.R.D. R.F.  
No. 5, s. 1997

NEW CUT-OFF DATE FOR IMPLEMENTATION OF APPROVED  
EQUIVALENTS RECORD FORMS

To: Regional Directors,  
School Superintendents,  
Vocational School Superintendents/Administrators,  
Principals of National Schools.

1. The new cut-off date for implementing approved Equivalents Record Forms (ERFs) is December 31, 1995.
2. Requests for salary adjustments of teachers with ERFs approved prior to said date (December 31, 1995) but which have remained unimplemented to date shall be submitted by DECS Regional Office to the DBM Regional Office concerned, conformably with the Decentralization of DBM Budgetary Functions under DECS Order No. 87, s. 1994, except for DECS National Capital Region (NCR) which shall still be processed by the Budget Division, DECS Central Office, UL Complex, Marikina Avenue, Pasig City.
3. The usual documentation requirements in DECS Order No. 6, s. 1996 shall govern requests for ERF implementation.
4. Plantilla Allocation List (PAL) in eight (8) copies duly signed by the Regional Director and:
  - a. copy of the duly certified ERF approved within the new cut-off date.
5. The upgraded salary rate of teachers whose ERFs were processed/approved prior to June 30 of each calendar year shall be reflected in the PSR of the succeeding year or one (1) year after. Those whose ERFs were processed/approved after June 30, the new salary rate on the ERF indication will be carried in the PSR on the second year of implementation.
6. Effectivity date of the salary adjustment shall be in the Calendar Year when the request was approved by the DBM Regional Office and/or DBM Central Office, in the case of DECS-NCR, subject to availability of funds and existing accounting and auditing rules and regulations.
7. Priority shall be given to requests for salary adjustment of teachers whose ERFs were approved at earlier dates.

7. Immediate dissemination of this order to all concerned  
is desired.

*R. J. Lewis*  
RICARDO T. GEORJA  
Secretary

*10/18*  
*10/19*

References:

DECS Orders: (Nos. 10, 3, 1994 and 5, of 1996)

Allotment: 102-8--(M.C. 1-07)

To be indicated in the Periodical Index  
under the following subjects:

FORES  
OFFICIALS  
RULES & REGULATIONS  
SALARY  
TEACHERS