



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
Duran Street, Iloilo City



March 21, 2017

MEMORANDUM

To : **SCHOOLS DIVISION SUPERINTENDENTS**

Attention : Administrative Officer V
Human Resource Management Officer (AO IV)
Administrative Section

Subject : **Proposed Revised Policy on Equivalent Record Form (ERF)**

In compliance with the instruction of the Central Office, you are hereby requested to submit comments/issues relative to Equivalent Record Form (ERF) which may be included in the revision of existing guidelines.

Please submit your comments/issues to Administrative Division, c/o Elvie A. Betia at email address: elvie.betia@deped.gov.ph not later than **March 23, 2017 at 12 noon**.

Thank you.

For the OIC-Regional Director:

Atty. JESSICA S. SAPALO
Chief Administrative Officer
Administrative Division