**EQUIVALENTS RECORD FORM**

|  |  |  |
| --- | --- | --- |
| Name: \_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| (Surname) | (Given Name) | ( Middle Name) |

|  |  |  |  |
| --- | --- | --- | --- |
| Present Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Present Salary: Php \_\_\_\_\_\_\_\_\_\_ | Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Sex: \_\_\_\_\_\_\_\_\_ |

**I.** **EDUCATIONAL ATTAINMENT AND CIVIL SERVICE ELIGIBILITY**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HIGHEST DEGREE ATTAINED** | **NAME OF INSTITUTION** | **YEAR RECEIVED** | **CIVIL SERVICE ELIGIBILITY** | **RATING** | **DATE** |
|  |  |  |  |  |  |
|  |  |  |

**II.** **SERVICE RECORD**: (Updated and Certified by Authorized Official)

|  |  |  |  |
| --- | --- | --- | --- |
| **A. TOTAL NO. OF YEARS TEACHING (PUBLIC)** | | **EQUIVALENT** | 24 years |
| **B. DEGREE OR DEGREE EQUIVALENT (PRESENT DEGREE)** | | **EQUIVALENT** | BSE+24 BEED+ 21 MAEd units |
| **C. AREAS OF EQUIVALENT** | **SCHOOL YEAR** | **NO. OF UNITS** | **DESCRIPTION** |
| 1. Professional Study |  |  |  |
| 2. Teaching Experiences |  |  |  |
| a. Public School |  |  |  |
| b. Private School |  |  |  |
| 3. Administrative Supervisory Experiences: |  |  |  |
| a. Public |  |  |  |
| b. Private |  |  |  |
| 4. Others: Seminar / Workshop etc. | See attached |  |  |

**III. LATEST EFFICIENCY RATING**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CERTIFIED AND VERIFIED CORRECT**: Signature of applicant

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature of School Head Signature of District Supervisor

**IV. FOR DIVISION ACTION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CLASSIFICATION** | **DATE PROCESSED** | **RANGE ASSIGNMENT** | **SALARY RANGE** | **SCHEDULED SALARY** | **REMARKS** |
|  |  |  |  |  |  |

**RECOMMENDING APPROVAL: CERTIFIED CORRECT:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OIC-Schools Division Superintendent Personnel In-charge

**V. DEPED – CAR REGIONAL OFFICE ACTION:**