



Republic of the Philippines
Department of Education
CARAGA REGION



May 20, 2020

REGIONAL MEMORANDUM

No. 213, s. 2020

To: Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
Administrative Officers V
Human Resource Management Officers
This Region

WEBINAR ON PROCESSING RECLASSIFICATION OF TEACHING AND SCHOOL HEAD POSITIONS THROUGH ERF AND CONVERSION OF TEACHING TO MASTER TEACHER POSITION

1. This Office hereby announces the conduct of Webinar on Processing Reclassification of Teaching and School Head Positions through Equivalents Record Form (ERF) and Conversion of Teaching to Master Teacher Position on May 28, 2020 at 8:30 o'clock in the morning at a link meet.google.com/avu-bghr-rui.
2. This Webinar aims to:
 - a. clarify the provisions of Regional Order No. 004, s. 2020 on the Reversion of Approval of ERF Application to the Regional Office;
 - b. level off understanding on the guidelines and criteria in the evaluation and processing of teachers' and school heads' request for reclassification and conversion of their positions; and
 - c. ensure compliance with the required documents relative to its implementation.
3. Participants to this Webinar are Assistant Schools Division Superintendents, Administrative Officer V and the Human Resource Management Officers of the twelve Schools Division Offices. This will be facilitated by the Regional Personnel Unit and the Office of the Chief Administrative Officer.
4. Immediate dissemination to all concerned and compliance of this Memorandum is highly desired.

FRANCIS CESAR B. BRINGAS, CESO V

Director III

OIC-Regional Director

Encl.: none

Reference: Regional Order No. 004, s. 2020 Reversion of Approval of ERF Application to the Regional Office
To be indicated in the Perpetual Index under the following subjects:

CONVERSION	ERF	HRMO	SCHOOL HEADS	TEACHERS	WEBINAR
------------	-----	------	--------------	----------	---------

ASD/mcd
05/20/2020



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



ISO 9001:2015 CERTIFIED
Certificate No.:
UAE/QMS/2019/1938



Document



2020-05-5135

DepEd RCT3-REC-013/R3/02-18-2020