



Republic of the Philippines
Department of Education
CARAGA REGION



December 28, 2023

REGIONAL MEMORANDUM
No. 1275, s. 2023

To : SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SUPERINTENDENTS
DIVISION HRMOs
ALL OTHER CONCERNED PERSONS
This Region

SUBMISSION OF PLANTILLA ALLOCATION LISTS (PAL) FOR FY 2024
AND APPLICATION FOR TEACHERS' UPGRADING OF POSITIONS
THROUGH EQUIVALENTS RECORD FORMS (ERF)

1. Cognizant of the pronouncement of the Department of Budget & Management (DBM) Caraga during the recently concluded FY 2023 4th Quarter Full-time Delivery Unit (FDU) Meeting with the DBM Region XIII and DepEd Caraga on December 11, 2023. The date of submission on the Teachers' Upgrading of Positions through Equivalents Record Forms (ERF) for FY 2024 to their office will be on **March 27, 2024**.
2. For FY 2024, the approved ERF appropriation is Php89,793,000.00. This amount will be divided among the 12 SDOs based on the agreement made during the previous FDU Meeting. Below is the proportionate allotment by Division based on the number of Teaching positions per report submitted as of November 15, 2023.

Division	Reported No. of Teaching Positions as of November 15, 2023 (Elem/JHS)	Approved Allocation
Agusan del Norte	2,902	9,511,234.30
Agusan del Sur	6,695	21,942,699.38
Bayugan City	1,106	3,624,888.05
Bislig City	912	2,989,057.78
Butuan City	3,224	10,566,581.45
Cabadbaran City	642	2,104,139.36
Dinagat Islands	1,335	4,375,429.97
Siargao Islands	1,402	4,595,020.84
Surigao City	1,246	4,083,734.64
Surigao del Norte	2,445	8,013,427.93
Surigao del Sur	4,9808	16,085,850.42
Tandag City	580	1,900,935.87
Total	27,397	89,793,000.00

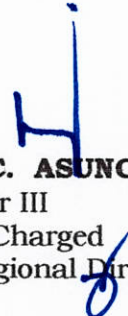
3. However, the deadline for submission of division pre-evaluated ERF applications to the Regional Office is on **January 26, 2024** at 11:59 PM. This deadline is set to provide ample time for the personnel in charge to evaluate the submitted documents thoroughly before endorsing them to DBM. Only ERFs that are verified by RO and approved by the Regional Director will be endorsed to DBM.

4. ERF applications received **after the set cut off date** of submission shall be considered for the next ERF submission to DBM.

5. A separate Memorandum will be released containing the consolidated list of names of RO Approved Teachers for Upgrading of Teaching Positions through ERF from April 2023 to January 26, 2024. This list will also serve as the basis for the issuance of the Plantilla Allocation List effective (PAL) **April 01, 2024**.

6. Likewise, submission of PAL to the Regional Office shall be on **February 15, 2024**.

7. For your information, guidance and strict compliance.


MARIA INES C. ASUNCION
Director III
Officer-In-Charged
Office of the Regional Director

Encls.: NONE

Reference: none

To be indicated in the Perpetual Index under the following subjects:
ERF MEMORANDUM POLICY PROMOTION

PER/fmb
12/19/2022