



January 11, 2019

REGIONAL MEMORANDUM

No. 015, s. 2019



IMPLEMENTATION OF EQUIVALENT RECORD FORMS (ERF)

TO: ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL DIVISION HRMOs
ALL PRINCIPALS, TICs/ HTs
This Region

1. This is to inform that **Ninety Two Million Eight Hundred Thirty Two Thousand Pesos (Php92,832,000.00)** have been allotted to our 2019 DepED CARAGA Budget for the Full Implementation of Equivalent Records Form (ERFs).
2. In view of the above, All Schools Division Superintendents are advised to submit the updated profile of all the employees within their area of responsibility and determine the most deserving employees who are entitled to be paid.
3. Furthermore, the Division HRMOs must expedite the submission of the updated **List of all the unimplemented approved ERFs of Teachers as of CY 2015 to CY 2018, Reclassification on Non-Teaching & Conversion of Master Teacher Items**, computed in accordance with **Executive Order No. 201 The Salary Standardization Law of 2015 (SSL 2015) for the Fourth Tranche Compensation Adjustment for Civilian Personnel in Civilian Government**".
4. Deadline for submission will be on or before January 31, 2019.
5. For immediate and strict compliance.


FRANCIS CESAR B. BRINGAS, CESO V
OIC – Regional Director

Encl: RM #545, s. 2018

References: NBC No. 572, dated Jan 03, 2018

To be indicated in the *Perpetual Index* under the following subjects:

MEETINGS PROMOTIONS ERFs TEACHERS FUNDS

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Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
Butuan City



Regional Memorandum

No. 545 s. 2018



September 28, 2018

EQUITABLE UTILIZATION OF LUMP SUM APPROPRIATION FOR STEP INCREMENT

TO: All Schools Division Superintendents
Assistant Schools Division Superintendents
Administrative Officers
Human Resource Management Officers
All Others Concerned

1. Step Increment is granted to a qualified officer or employee for her/his meritorious performance based on the Performance Management System (PMS) approved by the Civil Service Commission and/or through length of service.
2. Lumpsum appropriation for Step Increment is released by the Department of Budget and Management to all government agencies including the Department of Education. However, because of insufficient funding allocation, not all can enjoy. In all likelihood, only those officers or employees who are well informed and updated on the grant of step increment and the amount of lumpsum appropriation released, can avail.
3. For an equitable and maximum utilization of the Lumpsum Appropriation for Step Increment, all Schools Division Superintendents are enjoined to direct the Division Human Resource Management Officers to update the profile of all employees within their jurisdiction and determine the most deserving officer or employee who should be entitled to be paid. Furthermore, the Division HRMOs should endeavor to expedite the inclusion of those who have been given Step Increments in the Regional Payroll Services Unit (RPSU) of this Regional Office.
4. A list of qualified and most deserving officers and employees to be paid out of the lumpsum appropriation for Step Increment shall be submitted to this Regional Office on or before October 31, 2018 using the attached format.
5. Immediate dissemination of this Memorandum is enjoined.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

To be indicated in the Perpetual Index under
the following subjects

UNIMPLEMENTED STEP INCREMENTS as of October 31, 2018

DIVISION: _____

[illegible]

Prepared by:

HRMO

Certified Correct:

Schools Division Superintendent