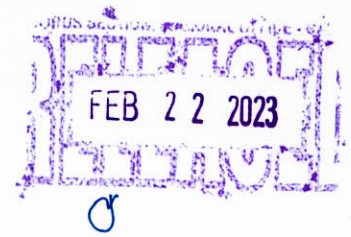




Republic of the Philippines
Department of Education
CARAGA REGION



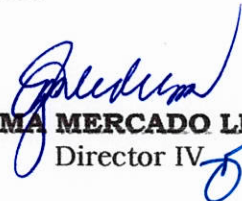
February 22, 2023

REGIONAL MEMORANDUM
No. 0138, s. 2023

To : SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SUPERINTENDENTS
DIVISION HRMOS
This Region

CUT OFF DATE OF SUBMISSION ON RECLASSIFICATION OF SCHOOL
HEADS AND UPGRADING OF TEACHER'S POSITION THROUGH
EQUIVALENTS RECORD FORMS (ERF) FOR FY 2023

1. Per information received from the Department of Budget & Management (DBM) Caraga, the deadline for submission of the Reclassification of School Heads and Upgrading of Teacher's Positions through ERF for FY 2023 to their office will be on **March 15, 2023**.
2. Anent to this, DepEd Regional Office informs of the cut off date of submission of division pre-evaluated ERF applications on or before **February 28, 2023** to give RO personnel ample time to evaluate the documents prior to indorsement to DBM. Only those ERF applications which are verified and approved by the Regional Director shall be indorsed to DBM.
3. ERF applications received after the set cut off date for FY 2021 are still considered for the next ERF submission to DBM.
4. For your information, guidance and strict compliance.


MA. GEMMA MERCADO LEDESMA
Director IV

Encls.: NONE

Reference: none

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

PER/fmb
02/22/2023



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