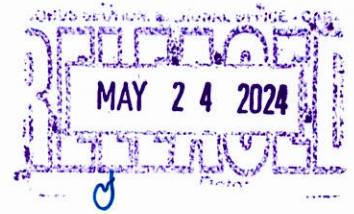




Republic of the Philippines
Department of Education
CARAGA REGION



May 20, 2024

REGIONAL MEMORANDUM
No. 0496, s. 2024

TO: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS/HEAD TEACHERS/TEACHER IN-CHARGE
Division HRMO
This Region

FINAL SUBMISSION OF APPLICATIONS FOR TEACHER UPGRADING OF
POSITIONS, RECLASSIFICATION OF SCHOOL HEADS AND CONVERSION
TO MASTER TEACHER POSITIONS THROUGH EQUIVALENTS
RECORD FORM (ERF) FOR FY 2024 IMPLEMENTATION

1. Cognizant to the pronouncement of the Department of Budget and Management (DBM) Caraga during the recently concluded 2nd Quarter Full-Time Delivery Unit (FDU) Meeting on May 17, 2024 on the last round submission of applications for teacher upgrading of positions and conversion to master teacher positions through Equivalents Record Form (ERF) for FY 2024 to this regional office shall be on **June 15, 2024**, to give the Regional Officer ample time to evaluate these documents prior to indorsement to DBM. Only those ERFs which are verified and approved by the Regional Director shall be indorsed to DBM.
2. Anent to this, Schools Division Offices (SDO) are requested to utilize the new DBM's Plantilla Allocation List (PAL) format indicating the effectivity date which is **July 15, 2024** for the last round of ERF applications and submit three (3) original signed copies to the Regional Office not later than July 01, 2024.
3. Furthermore, ERF applications **received after the set cut off date of submission** shall be considered for the next year's ERF submission to DBM.
4. Enclosed are the summary of the remaining outstanding balances per SDO of the ERF Allocation for FY 2024 and a copy of the DBM's new PAL format for your easy references.

5. Wide and immediate dissemination of this Memorandum is desired.


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

Enclosure: Outstanding Balance ERF Allocation for FY 2024; Sample Copy of DBM's new PAL format
Reference: DBM Budget Cir. No. 2018-3, DECS Order #52, s.1999, DO #97, s.2011
To be indicated in the Perpetual Index
under the following subjects:

ERF RECLASSIFICATIONS SCHOOL HEADS TEACHERS

PER/fmb
05/20/2024

Equivalent Records Form (ERF) CY 2024 Implementation
 Php89,793,000.00

Division Office	Proportionate Allocation RM #1275, s. 2023	Total DBM Obligation as of 05.17.2024				Running Balance as of April 20, 2024
		ERF	MT	Total		
Agusan del Norte	9,511,234.30	4,386,845.00		4,386,845.00		5,124,389.30
Agusan del Sur	21,942,699.38	12,000,186.00	1,699,766.00	13,699,952.00		8,242,747.38
Bayugan City	3,624,888.05	2,077,527.00		2,077,527.00		1,547,361.05
Bislig City	2,989,057.78	795,322.00		795,322.00		2,193,735.78
Butuan City	10,566,581.45	8,403,532.00		8,403,532.00		2,163,049.45
Cabadbaran City	2,104,139.36	1,863,133.00	1,225,017.00	3,088,150.00		984,010.64
Dinagat Islands	4,375,429.97	1,127,908.00		1,127,908.00		3,247,521.97
Siargao Islands	4,595,020.84	2,210,288.00		2,210,288.00		2,384,732.84
Surigao City	4,083,734.64	2,267,328.00	120,736.00	2,388,064.00		1,695,670.64
Surigao del Norte	8,013,427.93	5,493,087.00		5,493,087.00		2,520,340.93
Surigao del Sur	16,085,850.42	6,964,697.00		6,964,697.00		9,121,153.42
Tandag City	1,900,935.87	828,190.00		828,190.00		1,072,745.87
Total	89,793,000.00	48,418,043.00	3,045,519.00	51,463,562.00		38,329,437.99

Department of Education - Regional Office XIII

Division:

Education: Elementary/Secondary

Item No. (per latest PS/POP) (1)	Organizational Code per PS/POP (2)	Name of Incumbent (3)	Position Title		Salary Grade with Step Increment/Monthly Rate				Monthly Differential			Total Monthly Requirements (13)=(10)+(11)+(12)	Months Requirements (14)=(13)* no. of months	MYB and/or YEB Differential (15)	Total Funding Requirements (16)=(14)+(15)	Remarks(17)
			Present (4)	Proposed(5)	(6)	Present (7)	(8)	Proposed (9)	Sal. Differential (10) = (9) - (7)	PHIC (11)	RUP (12) = (10)* 0.12					
1. OSEC-DECSB-TCH1-750871-2012		Caniban, Krenia Katrina A.	Teacher I	Teacher II	11/1	19,620	12/1	21,387	1,767	30	212	2,009	14,063	1,767	15,830	

(See Chapter 6 of Circular Letter No. 2007-6 dated February 19, 2007 on the Manual of Position Classification and Compensation)

-NOTHING FOLLOWS-

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We hereby assume full responsibility for the veracity and accuracy of the basis for subject reclassification of positions after thorough review and scrutiny of documents submitted and in accordance with existing DepEd and the various legal bases for ERPs. In addition, we certify the correctness of all the above-stated entries and that employees whose names appear on the list are the incumbents of said positions. We further certify that the PS requirement covering the request for reclassification shall be funded under the Lump-sum appropriation for reclassification lodged in the DepEd RO.

Prepared by:

Recommending Approval:

Approved by:

Division HRMO

Date:

Schools Division Superintendent

Date:

Regional Director

Date:

PLANTILLA ALLOCATION LIST
Conversion to Master Teacher Positions
(Pursuant to Executive Order No. 500 dated March 21, 1978, as implemented by National Budget Circular No. 303 dated April 10, 1979)

Department of Education - Regional Office XIII

Division: _____

Education: Elementary/Secondary

Item No. (per latest PS/POP) (1)	Organizational Code per PS/POP (2)	Name of Incumbent (3)	Position Title		Salary Grade with Step Increment/Monthly Rate				Monthly Differential				<No. of months> Months Requirements (14)=(13)* no. of months	MYB and/or YEI Differential (15)
			Present (4)	Proposed (5)	Present (6)	Present (7)	Proposed (8)	Proposed (9)	Sal. Differential (10) = (9) - (7)	PHIC (11)	R/LP (12) = (10)* 0.12	Total Monthly Requirements (13)=(10)+(11)+(12)		
1. OSEC-DECSB-TCH1-750671-2012		Caniban, Kremia Katrina A.	Teacher I	Master Teacher I	11/1	19,620	18/1	35,693	16,073	30	1,929	18,032	126,222	16,073
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We hereby assume full responsibility for the veracity and accuracy of the basis for subject conversion of positions after thorough review and scrutiny of documents submitted and in accordance with the applicable legal bases and existing DepEd guidelines (DepEd Order No. 57, series of 1997). In addition, we certify to the correctness of all the above-stated entries and that employees whose names appear on the list are the incumbents of said positions. We further certify that the PS requirement covering the request for conversion shall be funded under the Lump-sum appropriation for conversion lodged in the DepEd RO.

Prepared by: _____

Recommending Approval: _____

Approved by: _____

Division HRMO

Date: _____

Schools Division Superintendent

Date: _____

Regional Director

Date: _____

Department of Education - Regional Office XIII

Division: _____

Education: Elementary/Secondary

[illegible]

We hereby assume full responsibility for the veracity and accuracy of the basis for subject reclassification of positions after thorough review and scrutiny of documents submitted and in accordance with the existing DepEd guidelines (DepEd Order No. 97, s. 2011) pursuant to Section 7(E) last paragraph, Republic Act 9155, otherwise known as the Governance of Basic Education Act of 2001. In addition, we certify to the correctness of all the above-stated entries and that employees whose names appear on the list are the incumbents of said positions. We further certify that the PS requirement covering the request for reclassification shall be funded under the Lump-sum appropriation for reclassification lodged in the DepEd RO.

Prepared by:

Recommending Approval:

Approved by:

Division HRMO
Date:

Schools Division Superintendent

Regional Director
Date: