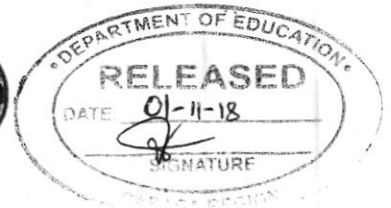




Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region XIII (CARAGA)
 Jose Rosales Avenue, Butuan City
 Tel. No. 0853428207



January 9, 2018

REGIONAL MEMORANDUM

No. 04, s. 2018

SUBMISSION OF PLANTILLA ALLOCATION LIST AND OTHER RELEVANT DOCUMENTS ON PROPOSED REQUEST FOR FUNDING ON RECLASSIFICATION, ERF AND CONVERSION OF MASTER TEACHER ITEMS

To: All Schools Division Superintendents/
 Assistant Schools Division Superintendents/
 HRMOs
 This Region

1. In conformity with the existing guidelines in the submission of request to the Department of Budget and Management for implementation of ERF upgrading, conversion to MT I/II, reclassification of school heads for funding in FY 2018, the deadline for submission to this Regional Office of the Plantilla Allocation List, Waiver, Consolidated Funding Requirements along with two (2) copies of duly evaluated ERF Forms is on **January 31, 2018**. The implementation of the said request is effective **March 1, 2018**.
2. The pertinent papers of the candidates for reclassification of school heads must have been evaluated by the division HRMO following DepEd Order 97, s. 2011.
3. All Schools Division Superintendents are advised to rationalize the distribution of funds for ERF upgrading, conversion to Master Teacher I/II and reclassification of school heads.
4. For this year, a lump-sum appropriation of **Twenty Three Million, Two Hundred Thousand One Hundred Seventy Five Pesos (Php23,200,000.00)** is allocated for ERF upgrading, conversion to Master Teacher I/II and reclassification of school principal and head teacher items. Below are the details of the allocation by division:

<i>Division</i>	<i>Allocation</i>	<i>Division</i>	<i>Allocation</i>
Agusan del Norte	2,413,903.10	Siargao	1,209,569.67
Agusan del Sur	5,304,303.34	Surigao City	1,042,882.94
Bayugan City	955,612.40	Surigao del Norte	2,069,184.47
Bislig City	882,305.15	Surigao del Sur	4,383,599.16
Butuan City	2,804,875.11	Tandag City	499,187.48
Cabadbaran City	499,187.48	TOTAL	Php23,200,000.00
Dinagat Islands	1,135,389.71		

5. Widest dissemination of this memorandum is highly desired.

BEATRIZ G. TORNO
BEATRIZ G. TORNO, Ph. D., CESO IV
 Regional Director