



January 21, 2019

**REGIONAL MEMORANDUM**

No. 029, s. 2019

**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 2019, 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, 2019**. The implementation of the said request is effective **March 1, 2019**.
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 **Ninety Two Million, Eight Hundred Thirty Two Thousand Pesos (Php92,832,000.00)** 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:

Division	Allocation	Division	Allocation
Agusan del Norte	<b>9,809,393.43</b>	Siargao	<b>4,960,332.08</b>
Agusan del Sur	<b>22,175,085.51</b>	Surigao City	<b>4,254,641.39</b>
Bayugan City	<b>3,683,646.85</b>	Surigao del Norte	<b>8,743,536.95</b>
Bislig City	<b>3,174,144.02</b>	Surigao del Sur	<b>16,842,874.93</b>
Butuan City	<b>10,500,443.24</b>	Tandag City	<b>1,935,525.09</b>
Cabadbaran City	<b>2,058,508.53</b>	<b>TOTAL</b>	<b>Php92,832,000.00</b>
Dinagat Islands	<b>4,693,867.96</b>		

5. Widest dissemination of this memorandum is highly desired. .

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

Encl: RM #545, s. 2018, RM #015, s. 2019 & PAL Format for Reclass  
References: NBC No. 572, dated Jan 03, 2018  
To be indicated in the *Perpetual Index* under the following subjects:  
**MEETINGS      PROMOTIONS      ERFs      TEACHERS FUNDS**

01/ASD/PS/roa25fmb  
01.21.2019

DCC No.  
2019-01-1028

Document Tracking No.  
1028



(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph



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

To be indicated in the Perpetual Index under the following subjects

APPROPRIATION                  EMPLOYEES                  FUNDS                  TEACHERS



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

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01/ASD/PS/roa25fmb  
01.11.2019

DCC No.

Document Tracking No.

2019-01-0529



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