



Republic of the Philippines  
**Department of Education**  
 CARAGA REGION



January 26, 2021

REGIONAL MEMORANDUM  
 No. 041, s. 2021

To : SCHOOLS DIVISION SUPERINTENDENTS  
 ASSISTANT SUPERINTENDENTS  
 DIVISION HRMOS  
 ALL OTHER CONCERNED PERSONS  
 This Region

**CUT OFF DATE OF SUBMISSION ON RECLASSIFICATIONS OF TEACHER and SCHOOL HEAD POSITIONS THROUGH EQUIVALENTS RECORD FORMS (ERF) and CONVERSION TO MASTER TEACHER POSITIONS FOR FY 2021**

1. Per information received from the Department of Budget & Management (DBM) Caraga, the tentative date of submission on the Reclassification of Teachers and School Head Positions through Equivalents Record Forms (ERF) and Conversion to Master Teacher Positions for FY 2021 to their office will be on March 2021.
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 05, 2021** to give RO personnel ample time to evaluate your documents prior to indorsement to DBM. Only those ERFs 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.

  
**FRANCIS CESAR B. BRUNGAS, CESO V**  
 Director IV

Encls.: NONE  
 Reference: none

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

ERF                      MEMORANDUM                      POLICY                      PROMOTION

PER/fmb  
 01/26/2021



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