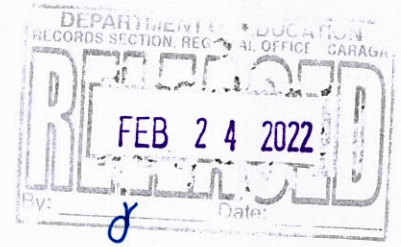




Republic of the Philippines
Department of Education
 CARAGA REGION



February 23, 2022

REGIONAL MEMORANDUM
 No. 0124, s. 2022

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

**CUT OFF DATE OF SUBMISSION ON TEACHER UPGRADING AND
 RECLASSIFICATION OF SCHOOL HEAD POSITIONS THROUGH
 EQUIVALENTS RECORD FORMS (ERF) and CONVERSION
 TO MASTER TEACHER POSITIONS FOR FY 2022**

1. Cognizant to the pronouncement of the Department of Budget & Management (DBM) Caraga during the recently concluded FY 2022 1st Quarter Full-time Delivery Unit (FDU) Meeting with the DBM Region XIII and DepEd Caraga, the tentative date of submission on the Teachers Upgrading and Reclassification of School Head Positions through Equivalents Record Forms (ERF) and Conversion to Master Teacher Positions for FY 2022 to their office will be on May 15, 2022.
2. Anent to this, DepEd Regional Office informs of the cut off date of submission of division pre-evaluated ERF applications on or before **March 31, 2022**, to give R.O. personnel in-charge ample time to evaluate the submitted 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** of submission shall be considered for the next ERF submission to DBM.
4. For your information, guidance and strict compliance.

[Signature]
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
 02/22/2022



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