



Republic of the Philippines
Department of Education
 Region I



Office of the Regional Director

REGIONAL MEMORANDUM
 No. 1167, s. 2021

OCT 15 2021

VALIDATION OF THE 2020 AND 2021 APPROVED EQUIVALENTS RECORD FORMS (ERFs), RECLASSIFICATION AND POSITIONS, AND SUBMISSION THEREOF OF THE VALIDATED LIST

To: **All Schools Division Superintendents**

- In order for this Office to finalize the list of approved, please 2020 and 2021 Equivalents Record Forms (ERFs), Reclassification and Conversion of Positions, for purposes of implementation when budget is available, please validate the list and indicate with remarks those who are already promoted through natural vacancies. Cut-off for the 2021 approved requests is September 2021. Upon the availability of funds, implementation shall proceed subject to the order of prioritization (First In, First Out Rule)/First Approved, First Implemented.
- The list of the approved 2020 and 2021 approved ERFs, Reclassification and Conversion of Positions can be accessed through this link at <https://bit.ly/LISTOFAPPROVEDREQUESTS>, for reference and validation.
- Be advised that if there are still approved requests from previous years, include them in the list as they are the priority for processing with attachments of their approved ERFs and name of schools (ERF), and the list of all the documentary requirements (Reclassification and Conversion of Positions). Submit all the requested documents (*soft copies*) and the validated list at maryann.ramirez004@deped.gov.ph **on or before October 22, 2021**. In case there were approved requests prior to FY 2020, please provide us the list by filling up the table presented in Annex A for validation in the records of the Personnel Section.
- For information, guidance and strict compliance.

TOLENTINO G. AQUINO
 Director IV

Encl.: None
 Reference: None

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

REPORTS

REQUESTS

AD/hfa/RM
 September 30, 2021



"ANNEX A"

LIST OF APPROVED EQUIVALENTS RECORD FORM (ERF) , RECLASSIFICATION AND CONVERSION OF POSITIONS

Division	Year	Approved Requests	Name	School Item No.	Classification		Date Received	Date Approved	Date Released
					From	To			
		ERF			T I	T III			
		RECLASSIFICATION OF POSITIONS			P I	P II			
					HT I	HT II			
		CONVERSION OF POSITIONS			MT I	MT II			