



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

JUN 06 2023

No. 492 s. 2023

To: All Schools Division Superintendents

**MORATORIUM ON THE SUBMISSION OF REQUESTS FOR PROCESSING OF
 EQUIVALENT RECORDS FORMS (ERFs), RECLASSIFICATION, AND
 CONVERSION OF POSITIONS**

1. The FY 2023 Regionwide Lumpsum Appropriations for the Implementation of Approved Equivalent Records Forms (ERFs), Reclassification, and Conversion of Positions is Seventy Million Pesos (Php 70,000,000.00). Over the years, this annual appropriation had not increased despite requests for additional appropriation.
2. To date, this Office is still processing the validated approved requests for Calendar 2022.
3. On the other hand, based on record as of May 31, 2023, this Office has received and processed a total number of requests for implementation as reflected hereunder:

Personnel Actions	2022	2023
Equivalent Record Forms (ERFs)	1,499	560
Reclassification of Position	50	71
Conversion of Position	139	111
Total	1,688	742

4. Currently, with the total number of approved requests taking into consideration the influx of requests, the remaining budget for CY 2023 is insufficient to cover all the necessary budgetary requirements.
5. The disproportionate number of approved requests over the remaining budget will render the Office incapable of processing the former for implementation.
6. To prevent further accumulation of unfunded upgrading of positions, the Office finds it more prudent to suspend the processing of requests for upgrading until such time that there is clear funding source and all approved requests have been exhausted for implementation.
7. As such, the submission of requests for processing of ERFs, Reclassification, and Conversion of Positions to the Regional Office is suspended effective June 5, 2023. All requests received by this Office prior to the said date shall be processed accordingly.
8. During the moratorium period, SDOs are advised to strengthen their internal processes to ensure that applicants to be recommended for upgrading are equipped, not only with the required documents but most significantly, the expected competencies of their desired positions.



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9. Notwithstanding this moratorium, teachers and school heads are encouraged to continue pursuing professional/career development relevant to their work or chosen career path as emphasized in the Merit Selection Plan.

10. For information, guidance and compliance.



TOLENTINO G. AQUINO

Jm Director IV



Encl.: As Stated

References: None

To be indicated in the Perpetual Index

Under the following subjects:

POSITIONS

PROMOTION

TEACHERS

AD/PS/hfa/RM_MoratoriumontheSubmissionofERFs,Reclassification&Conversion

May 31, 2023