



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 1011 s. 2024

To: All Schools Division Superintendents
 All Schools Division Office Human Resource Management Officers
 All Others Concerned

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

- For Fiscal Year 2024 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). It is informed that the said appropriation has already been exhausted for implementation.
- With the remaining unimplemented 2024 approved requests and taking into consideration the volume of requests, the disproportionate number of approved requests will render the Office incapable of processing the latter for implementation.
- In order to avoid further accumulation of unfunded upgrading of positions, the Office hereby suspends the processing of ERFs, Reclassification, and Conversion of Positions until such time that there is clear funding source in the coming fiscal year. As such, the submission of the said requests to the Regional Office is suspended effective September 6, 2024. All requests received by this Office prior to the said date shall be processed accordingly.
- Teachers and school heads are encouraged to continue pursuing their learning and development relevant to their work as emphasized in the Merit Selection Plan, and prior to the upcoming full implementation of career progression with the issuance of DepEd Order and/or DepEd Memorandum.
- Be guided accordingly.

TOLENTINO G. AQUINO
 Director IV

Encl.: As Stated

References: As Stated

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

PERIOD PERSONNEL POSITIONS REQUESTS

AD/PS/hfa/RM_MoratoriumontheSubmissionofRequestsforERFs,Reclass&Conversion

August 27, 2024

