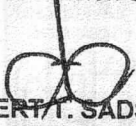


**MEMORANDUM**

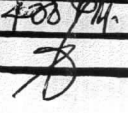
**TO :** Schools Division Superintendents/OIC-SDSs

**FROM :**   
GILBERT T. SADSAD  
Regional Director

**SUBJECT :** TEMPORARY SUSPENSION OF PROCESSING OF REQUESTS FOR RECLASSIFICATION OF POSITIONS AND IMPLEMENTATION OF APPROVED EQUIVALENT RECORD FORMS (ERFs)

**DATE :** August 9, 2019

**RELEASED**

DepEd, Division of Catanduanes  
RECORDS SECTION  
Date AUG 15 2019  
Time: 4:00 PM  
Initial/Signature: 

This has reference to the basic letter dated August 7, 2019 from Mr. Renato M. de Vera, Director IV of the Department of Budget and Management, Regional Office No. V pertaining to the latest status of the balance of the Lump sum Appropriation for Approved Equivalent Records Forms (ERFs), Reclassification of Non-Teaching Positions and Reclassification of Master Teachers as authorized for DepEd Region V under the FY 2019 General Appropriations Act (GAA), details of which are specified therein, for information and guidance.

Relative thereto, all Schools Division Offices (SDOs) are hereby instructed to temporarily stop the processing of requests for the implementation of approved ERFs and reclassification of positions until further notice.

However, requests for upgrading of the position of teachers through Equivalent Record Form (ERF) scheme shall continuously be forwarded to this Office, for its further evaluation and approval.

Please be guided accordingly.

**DepEd-Catanduanes**

AD/PS/MATB  
08/09/19

**August 15, 2019**

012754

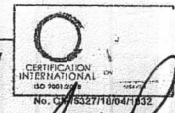
**TO: PSDS**  
**Elementary & Secondary School Heads**  
*Administrative Officers - Autonomous Schools*  
**For your information and guidance.**

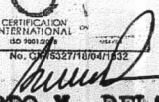
*"DepEd Bicol cares, shares and serves with a SMILE"*

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0917 178 1550

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(052) 225 4889

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**SOCORRO V. DELA ROSA, CESO V**  
**Schools Division Superintendent**