



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 5, 2024

REGIONAL MEMORANDUM

No. **124**, s. 2024

**CORRIGENDUM TO REGIONAL MEMORANDUM NO. 1020, S. 2023
(ACCEPTANCE OF APPLICATION FOR RECLASSIFICATION OF
TEACHING AND TEACHING-RELATED POSITIONS IN
ELEMENTARY AND JUNIOR HIGH SCHOOL)**

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

1. In adherence to the Advisory of the Department of Budget and Management dated February 2, 2024 re: Submission of Requests for Staffing Modification, the deadline of submission of application for reclassification to the Regional Office is hereby changed from February 29, 2024 to **February 15, 2024**.
2. Attached are updated templates on Equivalent Record Form (ERF) and Plantilla Allocation List (PAL).
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

EVELYN R. FETALVERO CESO IV
Regional Director

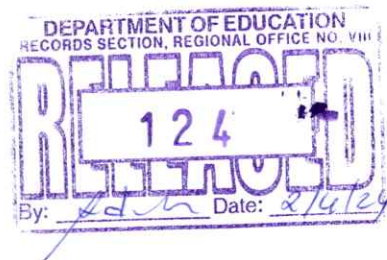
Enclosure: As stated

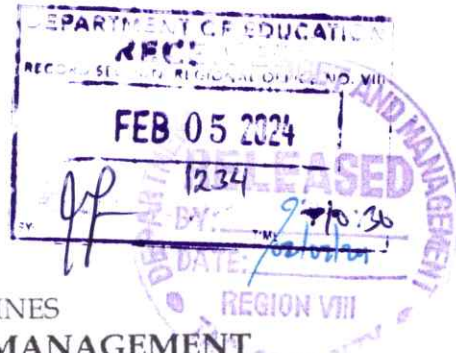
Reference: DBM Advisory dtd Feb 2, 2024; RM 1020 s2023

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

DEADLINE	RECLASSIFICATION	SUBMISSION
----------	------------------	------------

AD-PS-EDR





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VIII



ADVISORY

February 2, 2024

For : The Regional Director, Schools Division Superintendents, and Heads of Implementing Unit Secondary Schools, Department of Education (DepEd) Region VIII

**ATTENTION: Human Resource Management Officers/
Administrative Officers**

**From : The Regional Director
DBM Regional Office (RO) No. VIII**

Subject : SUBMISSION OF REQUESTS FOR STAFFING MODIFICATION

- 1.0 This is relation to the DBM RO VIII Advisory dated January 11, 2024 re: updating of Personnel Services Itemization and Plantilla of Personnel (PSIPOP) in view of pre-initialization activities.
- 2.0 Anent this, please be informed that the initialization of the Government Manpower Information System (GMIS) database has been completed. Corollary, you may now resume editing/updating your respective PSIPOP.
- 3.0 Moreover, requests for staffing modification together with the required supporting documents can now be submitted to DBM ROVIII for appropriate action.
- 4.0 Further, in view of the FY 2025 budget preparation activities, please **submit your requests not later than February 29, 2024 (Thursday)**, to enable this level to complete processing of your requests before the initialization activities to be undertaken by DBM-Central Office.
- 5.0 For guidance and compliance, please. Thank you.

IMELDA C. LACERAS, CESO III

For the Regional Director
Aleli N. Hernandez
ALELI N. HERNANDEZ
Director III



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VIII



ADVISORY

January 11, 2024

For : The Regional Director and District Engineers, Department of Public Works and Highways (DPWH) VIII;

The Regional Director and Chiefs of Hospital/Medical Centers, Department of Health (DOH) VIII;

The Presidents, State Universities and Colleges (SUCs) VIII;

The Regional Director, Schools Division Superintendents, and Heads of Implementing Unit Secondary Schools, Department of Education (DepEd) Region VIII;

The Regional Director and Vocational School Administrators, Technical Education and Skills Development Authority (TESDA) VIII; and

The Regional Director, Commission on Higher Education (CHED) VIII

**ATTENTION: Human Resource Management Officers/
Administrative Officers**

**From : The Regional Director
DBM Regional Office No. VIII**

Subject : UPDATING OF PERSONNEL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP) IN VIEW OF PRE-INITIALIZATION ACTIVITIES

-
- 1.0 As part of the FY 2025 budget preparation activities and in view of the required systems update for the initialization of the Government Manpower Information System (GMIS) to FY 2024, all PSIPOP users must **update their respective PSIPOP not later than 12:00 PM of January 15, 2024.**

2.0 We would like to emphasize that failure to update the PSIPOP will result in the previous Personnel Services level of agencies being maintained, excluding the approved staffing modification and recent human resource actions/movements¹ in the agencies concerned.

3.0 Should you have further queries, you may contact the following staff through telephone or email address, to wit:

Technical Division	Personnel	Telephone Number	Email Address
A	Adrian Niño V. Nacionales	(053) 888-0531	anacionales@dbm.gov.ph cc: dbmro8@dbm.gov.ph
B	Neuman M. Gallardo	(053) 300-2309	ngallardo@dbm.gov.ph cc: dbmro8@dbm.gov.ph
C	Carl Patrick H. Bernardo	(053) 888-0423	cbernardo@dbm.gov.ph cc: dbmro8@dbm.gov.ph

4.0 For guidance and compliance, please. Thank you.


IMELDA C. LACERAS, CESO III

AY

¹ To include new appointments, promotions, resignation/retirement, and salary step increment adjustment due to length of service

Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS
Division of _____
School _____

EQUIVALENT RECORD FORM (ERF)

Name: _____ Date of Birth: _____ Sex: _____
(Surname) (Given Name) (Middle Name)
Employee No.: _____ Authorized Position Title (Present): _____
Item No.: _____ P.D. No.: _____ Authorized Salary: _____

I. Educational Attainment and Eligibility

Degree/Course/ Highest Educational Attainment	Name of School or Institution	Year Graduated	PRC/CSC Eligibility	Rating Obtained	Date of Conferment/ Examination

II. Service Records: Attached duly Certified Service Record

III. Equivalent Units:

- A.** Total No. of Years in Teaching (Public and Private): _____ Equivalent: _____
B. Degree-to-Degree Equivalent (Present Degree): _____ Equivalent: _____
C. Areas of Equivalents:
1. Professional Study: _____
2. Teaching Experience (Public School): _____
3. Others (Seminars, Workshops, etc.): _____
Total: _____
PEFORMANCE RATING (Latest Rating Period): _____

Teacher's Signature

Endorsed by:

School Head

NOTE: Teachers do not write below

IV. Division Action

Classification	Date Processed	Range Assignment	Salary Grade	Scheduled Salary	Remarks

Certified Correct: _____

Recommending Approval: _____

Administrative Officer V

Schools Division Superintendent

Approved:

EVELYN R. FETALVERO CESO IV
Regional Director

Republic of the Philippines
Department of Education
 REGION VIII (EASTERN VISAYAS)
DIVISION OF _____

PLANTILLA ALLOCATION LIST (PAL)

LEVEL:

ITEM NUMBER PER PRUPOP	NO. OF RECOMMENDEE (SURNAME, FIRST NAME, M.I.)	SCHOOL	PRESENT POSITION	SALARY GRADE	STEP	ANNUAL SALARY	POSITION AS CLASSIFIED	SALARY GRADE	ANNUAL SALARY	SALARY DIFFERENTIAL	REMARKS
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

Certified Correct:

Recommending Approval:

Approved:

Division HRMO

Schools Division Superintendent

EVELYN R. FETALVERO CESO IV
Regional Director