



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

May 13, 2024

REGIONAL MEMORANDUM

No. **543** 2024

**DOCUMENTARY REQUIREMENTS FOR HUMAN-RESOURCE
RELATED PROCESSES**

To: Schools Division Superintendents
All Others Concerned

1. To ensure uniform compliance with the documentary requirements on HR related processes, all concerned shall adhere to the processes, required documents, number of copies, and schedule of submission to the Regional Office.

Application for Retirement/Survivorship/Disability/ Separation Benefits for GSIS Claim		
No.	Type of Document	Number of Copies
1	Indorsement of the SDS	One (1)
2	Duly Filled-out GSIS Application Form	One (1)
3	Updated Service Record duly signed by the SDS	Three (3)
4	Certification of Last Salary Received	Two (2)
5	Clearance using the using the CSC Template (CS Form No. 7 Revised 2018)	Two (2)
6	Ombudsman Clearance (except for death claim)	One (1)
7	Statement of Assets, Liabilities, and Networth (SALN) of the preceding year.	Two (2)
<u>Additional Requirements for Survivorship Benefit Claim</u>		
1	Death Certificate	One (1)
2	Proof of Legal Heirs (Marriage Contract, Birth Certificate, etc.)	One (1)
<u>Additional Requirement for Disability Claim</u>		
1	Medical Certificate	One (1)

Note: Submission maybe done through the SDO, or hand carried by the concerned with the authorization from the SDO for same day release.

Application for Authority to Travel Abroad on Official Business or Official Time		
No.	Type of Document	Number of Copies
1	Indorsement of the SDS	One (1)
2	Duly accomplished Travel Authority for Official Travel (Annex A of DepEd Order No. 043, s. 2022)	Three (3)
3	Invitation/Memorandum	One (1)
4	Certification of No Pending Case	One (1)
5	Justification on the Request for Authority to Travel	One (1)
6	Estimated Travel Cost	One (1)
7	List of Travels for the Past Five Years	One (1)
8	Curriculum Vitae	One (1)
9	Memorandum of Agreement between DepEd and the inviting party/organization	One (1)
10	Scholarship Contract (for scholarship grant)	One (1)
11	Scholarship Report (for scholarship grant)	One (1)

*Note: All travel authorities pertaining to personal foreign travel must be submitted to the Regional Office at least **30 calendar days** before the departure date. Approval for authority to travel abroad on official business or official time is at the Central Office.*

Application for Authority to Travel Abroad on Personal Business		
No.	Type of Document	Number of Copies
1	Indorsement of the SDS	One (1)
2	Written manifestation, noted by Head of Office, that his/her absence will not hamper the operational efficiency of the office	One (1)
3	Duly accomplished Travel Authority for Personal Travel (Annex D of DO 43, s. 2022)	Three (3)
4	Certification of No Pending Case	One (1)
5	For Division Chiefs and higher, an Office Order designating an Officer-In-Charge	One (1)
6	Duly accomplished Application for Leave (CSC Form 6)	Two (2)
7	Clearance using the using the CSC Template (CS Form No. 7 Revised 2018)	Two (2)
8	Medical Certificate from proper authority (for consultation or treatment of ailment or sickness)	One (1)
9	Other documentary requirements to support the reason/s indicated.	One (1)

*Note: All travel authorities pertaining to personal foreign travel must be submitted to the Regional Office at least **10 calendar days** before the departure date.*

Application for Transfer		
No.	Type of Document	Number of Copies
1	Indorsement of the SDS	One (1)
2	Letter of intent from the personnel concerned	One (1)
3	Approval of Transfer	One (1)
4	Individual Performance Commitment Review Form (IPCR) from the immediately preceding year	One (1)
5	Clearance using the using the CSC Template (CS Form No. 7 Revised 2018)	One (1)
6	Other supporting documents for appointment purposes	One (1)

Note: All requests from transfer from one station to another shall only be coursed through the Regional Office if such request can be accommodated by the recipient school/division/region.

Application for Commission on Filipino Overseas (CFO)/RO and CO Certification for Teacher's Exchange Program		
No.	Type of Document	Number of Copies
1	Indorsement of the SDS	One (1)
2	Approval of Resignation signed by the SDS (if resigned)	One (1)
3	Duly accomplished Application for Leave (CSC Form 6) (if on leave)	One (1)
4	Updated Service Record with the effectivity date of resignation/transfer duly signed by the SDS	One (1)
5	Certification of Last Salary Received at the SDO	One (1)
6	Clearance using the CSC Template (CS Form No. 7 Revised 2018)	One (1)
7	Job Offer/Contract	One (1)

Note: Submission maybe done through the SDO, or hand carried by the concerned with the authorization from the SDO for same day release.

Application for Reclassification of Item thru Equivalent Record Form (ERF) (Teacher I-III)		
No.	Type of Document	Number of Copies

1	Indorsement of the SDS	Two (2)
2	Plantilla Allocation List (PAL)	Four (4)
3	Equivalent Record Form (ERF)	Two (2)
<i>Note: Acceptance of applications at the Regional Office is every third quarter of the year. A separate Memorandum shall be issued on the schedule of submission.</i>		

Application for Reclassification of Item for Master Teacher Position		
No.	Type of Document	Number of Copies
1	Indorsement of the SDS	Two (2)
2	Plantilla Allocation List (PAL)	Four (4)
3	Equivalent Record Form (ERF)	Two (2)
4	Comparative Assessment Results (CAR)	Two (2)
5	Updated Service Record	One (1)
6	Transcript of Records/Certification of Completed Academic Requirements	One (1)
7	CSC Form 212 (Personal Data Sheet)	One (1)
8	List of Teachers per School per Subject Area (for Secondary MTs only);	Two (2)
<i>Note: Acceptance of applications at the Regional Office is every third quarter of the year. A separate Memorandum shall be issued on the schedule of submission.</i>		

Application for Reclassification of Item for Head Teacher I-III Position (Elementary)		
No.	Type of Document	Number of Copies
1	Indorsement of the SDS	Two (2)
2	Plantilla Allocation List (PAL)	Four (4)
3	Equivalent Record Form (ERF)	Two (2)
4	Comparative Assessment Results (CAR)	Two (2)
5	Updated Service Record	One (1)
6	Transcript of Records/Certification of Completed Academic Requirements	One (1)
7	CSC Form 212 (Personal Data Sheet)	One (1)
8	Certificate of Basic Training Course for School Heads certified by NEAP Accredited School Heads Trainings: 1. Basic Training Course for Principal's Test Passers	One (1)

	<ol style="list-style-type: none"> 2. School Heads Development Training Program (SHDP) 3. Learning Delivery Modalities (LDM) Course for School Heads 4. Other School Heads training courses not listed above shall be supported with Means of Verification that such trainings are duly certified by the NEAP-CO/HRDD-RO. 	
<p><i>Note: Acceptance of applications at the Regional Office is every third quarter of the year. A separate Memorandum shall be issued on the schedule of submission.</i></p>		

Application for Reclassification of Item for Head Teacher I-VI Position (Secondary)		
No.	Type of Document	Number of Copies
1	Indorsement of the SDS	Two (2)
2	Plantilla Allocation List (PAL)	Four (4)
3	Equivalent Record Form (ERF)	Two (2)
4	Comparative Assessment Results (CAR)	Two (2)
5	Updated Service Record	One (1)
6	Transcript of Records/Certification of Completed Academic Requirements	One (1)
7	CSC Form 212 (Personal Data Sheet)	One (1)
8	Certificate of Basic Training Course for School Heads certified by NEAP Accredited School Heads Trainings: <ol style="list-style-type: none"> 1. Basic Training Course for Principal's Test Passers 2. School Heads Development Training Program (SHDP) 3. Learning Delivery Modalities (LDM) Course for School Heads 4. Other School Heads training courses not listed above shall be supported with Means of Verification that such trainings are duly certified by the NEAP-CO/HRDD-RO. 	One (1)
9	Designation as School Head issued by the SDS for Head Teacher applicant in the Secondary	One (1)
<p><i>Note: Acceptance of applications at the Regional Office is every third quarter of the year. A separate Memorandum shall be issued on the schedule of submission.</i></p>		

Application for Reclassification of Item for Principal I Position		
No.	Type of Document	Number of Copies
1	Indorsement of the SDS	Two (2)
2	Plantilla Allocation List (PAL)	Four (4)
3	Equivalent Record Form (ERF)	Two (2)
4	Comparative Assessment Results (CAR)	Two (2)
5	Updated Service Record	One (1)
6	Transcript of Records/Certification of Completed Academic Requirements	One (1)
7	CSC Form 212 (Personal Data Sheet)	One (1)
8	Certificate of Basic Training Course for School Heads certified by NEAP Accredited School Heads Trainings: <ol style="list-style-type: none"> 1. Basic Training Course for Principal's Test Passers 2. School Heads Development Training Program (SHDP) 3. Learning Delivery Modalities (LDM) Course for School Heads 4. Other School Heads training courses not listed above shall be supported with Means of Verification that such trainings are duly certified by the NEAP-CO/HRDD-RO. 	One (1)
9	NEAP Certification/result of QEP/PMAT/NQESH/Principal's Test	One (1)

Note: Acceptance of applications at the Regional Office is every third quarter of the year. A separate Memorandum shall be issued on the schedule of submission.

Application for Reclassification of Item for Principal II-IV Position		
No.	Type of Document	Number of Copies
1	Indorsement of the SDS	Two (2)
2	Plantilla Allocation List (PAL)	Four (4)
3	Equivalent Record Form (ERF)	Two (2)
4	Comparative Assessment Results	Two (2)
5	Updated Service Record	One (1)
6	Transcript of Records/Certification of Completed Academic Requirements	One (1)
7	CSC Form 212 (Personal Data Sheet)	One (1)

8	<p>Certificate of Basic Training Course for School Heads certified by NEAP</p> <p>Accredited School Heads Trainings:</p> <ol style="list-style-type: none"> 1. Basic Training Course for Principal's Test Passers 2. School Heads Development Training Program (SHDP) 3. Learning Delivery Modalities (LDM) Course for School Heads 4. Other School Heads training courses not listed above shall be supported with Means of Verification that such trainings are duly certified by the NEAP-CO/HRDD-RO. 	One (1)
<p><i>Note: Acceptance of applications at the Regional Office is every third quarter of the year. A separate Memorandum shall be issued on the schedule of submission.</i></p>		

2. All photocopies must be duly certified by the authorized signatory in the Division Office.
3. The Schools Division Superintendents through the focal persons are requested to strictly check compliance with the requirements and facilitate submission to the Regional Office for smooth and seamless process. For hand carried application, it may be released within the day upon submission, provided, all documentary requirements are complete and accurate.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
 Regional Director 

Enclosure: None

Reference: Operations Manual

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

DOCUMENTARY REQUIREMENTS

AD-PS-EDR



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