



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

July 14, 2025

**REGIONAL MEMORANDUM**

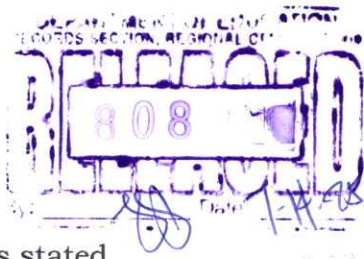
No. **808** s. 2025

**SUBMISSION OF REQUESTS FOR STAFFING MODIFICATION**

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

1. Per attached advisory dated July 9, 2025 from the Department of Budget and Management, Region VIII, with the subject: Submission of Requests for Staffing Modification in Relation to the Issuance of DepEd-DBM Joint Circular (JC) No. 01, s. 2025 dated February 19, 2025, Schools Division Superintendents through the Human Resource Management Officers are hereby advised resubmission of applications for reclassification of positions which were returned by the DBM with inconsistencies/deficiencies noted provided issues identified have been duly addressed and complied with to this Office not later than July 22, 2025.

2. Immediate dissemination of and strict compliance with this Memorandum are desired.



**EVELYN R. FETALVERO, CSO III**  
Regional Director

Enclosure: As stated

Reference: As stated

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

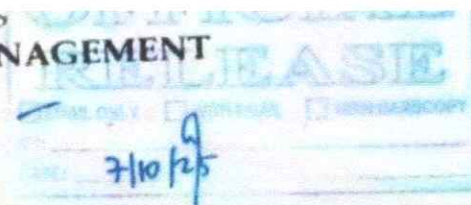
RESUBMISSION

STAFFING MODIFICATION

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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION VIII



**ADVISORY**

July 9, 2025

**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**  
Department of Budget and Management (DBM) Region VIII

**Subject : SUBMISSION OF REQUESTS FOR STAFFING MODIFICATION  
IN RELATION TO THE ISSUANCE OF DEPED-DBM JOINT  
CIRCULAR (JC) NO. 01<sup>1</sup>, S. 2025 DATED FEBRUARY 19, 2025**

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- 1.0 This refers to DepEd-DBM JC No. 01, s. 2025, dated February 19, 2025. Pursuant to Item 14.1 of the said Joint Circular, its effectivity shall commence fifteen (15) calendar days following its publication in either the Official Gazette or in a newspaper of general circulation in the Philippines. Furthermore, it is stipulated therein that all applications for reclassification of teaching and school head positions received by the DBM Regional Office (RO) after the said effectivity shall be processed in accordance with the provisions of the said Joint Circular.
- 2.0 Further, Item 14.2 of the aforementioned JC provides that all applications for reclassification of teaching and school head positions received by the DBM RO prior to the effectivity of said JC shall continue to be governed by the previous policies and guidelines, as applicable.
- 3.0 In line with this, and pursuant to the directive of the DBM Central Office through the Organization, Position Classification and Compensation Bureau (OPCCB), and in consideration of the effective date of DepEd-DBM JC No. 01, s. 2025, this Office shall henceforth only accept staffing modification requests that are compliant with the provisions of said JC. Moreover, **all pending staffing modification requests received by this office on or beyond June 4, 2025, which remains unacted as of this date, shall be returned to the requesting agency.**



Staffing modification requests received by this Office prior to June 4, 2025, but subsequently returned to the concerned agency due to noted inconsistencies/deficiencies, **may still be resubmitted to this Office not later than July 28, 2025**, provided that the issues identified have been duly addressed and complied with.

5.0 For guidance and compliance, please. Thank you.

7/9/25  
IMELDA C. LACERAS, CESO III  
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