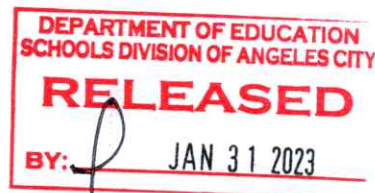




Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF ANGELES CITY**



30 Jan. 2023

**DIVISION MEMORANDUM**  
**NO 034, S. 2023**

**MORATORIUM ON THE SUBMISSION OF REQUESTS FOR PROCESSING OF EQUIVALENT RECORD FORMS (ERFs), CONVERSION TO MASTER TEACHER POSITIONS AND RECLASSIFICATION OF POSITIONS**

To: Assistant Schools Division Superintendent  
SGOD – Chief Education Supervisor  
CID – OIC-Chief Education Supervisor  
Education Program Supervisors  
Public School District Supervisors  
Heads, Public Elementary and Secondary Schools  
All Others concerned

1. Please be informed that as per the Regional Memorandum No. 046, s. 2023, Moratorium on the Submission of Requests for Processing of Equivalent Record Forms (ERFs) Conversion to Master Teacher Positions and Reclassification of Positions, dated January 27, 2023, the submission of requests for processing of Equivalent Record Forms (ERFs) Conversion to Master Teacher Positions and Reclassification of Positions to the Regional Office is **suspended effective February 1, 2023**.
2. Attached is the Regional Memorandum No. 046, s. 2023 for reference and guidance.
3. Immediate dissemination of the contents of this Memorandum is earnestly desired

  
**MA. IRELYN P. TAMAYO PhD, CESO V**  
Schools Division Superintendent

Encls.: As stated  
Reference: As stated

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

ERF, RECLASSIFICATION, CONVERSION TO MASTER TEACHER

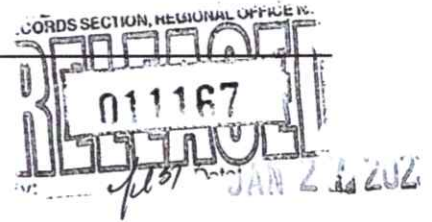
MCS/HRMO/January 30, 2023



Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

**REGIONAL MEMORANDUM**

No. 046, s. 2023



**MORATORIUM ON THE SUBMISSION OF REQUESTS FOR PROCESSING OF EQUIVALENT RECORD FORMS (ERFs) CONVERSION TO MASTER TEACHER POSITIONS AND RECLASSIFICATION OF POSITIONS**

To: Schools Division Superintendents  
All Others Concerned

1. The FY 2023 Regionwide Lumpsum Appropriations for the Implementation of Approved Equivalent Records Forms (ERFs), Conversion to Master Teacher (MT) Positions and Reclassification of Positions is Eighty Five Million Thirteen Thousand Pesos (P85,013,000.00). Over the years, this annual appropriation was not increased despite repeated requests.
2. To date, the accumulated unfunded salary differentials due to approved ERFs, MTs and Reclassification processed by the Regional Office in CY 2022 and prior years amounted to Two Hundred Thirty Five Million Seventy One Thousand Six Hundred Eighteen Pesos & 96/100 (P235,071,618.96).
3. Based on these figures, there is a need to source out additional funds to cover the funding requirements of the unimplemented upgrading. Given no augmentation, the salary differentials of these upgraded positions will consume the annual appropriations of the Region for the next two (2) years.
4. Likewise, the new DepEd Merit Selection Plan (MSP) introduced new parameters and strategies in the appraisal of documents for appointments. The continuous accumulation of unimplemented upgrading bring uncertainties whether these unimplemented upgraded positions will still be implemented when the implementing guidelines of the new MSP will be released.
5. To prevent further accumulation of unfunded upgrading of positions and deter the prolonged waiting period of implementation from the date of the approval until the release of the NOSCA from the DBM, there is a need to suspend the processing of requests for upgrading until such time that there is clear funding source and that the implementing guidelines of the new DepEd MSP are available.



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)  
Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph






Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

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6. Accordingly, the submission of requests for processing of ERFs, MTs and Reclassification of Positions to the Regional Office is **suspended effective February 1, 2023**. All requests received by the Regional Office prior to the said date shall be processed accordingly.
7. During the moratorium period, SDOs are advised to strengthen their internal processes to ensure that applicants to be recommended for upgrading are equipped, not only with the required documents but most significantly, the expected competencies of their desired positions.
8. Notwithstanding this moratorium, teachers and school heads are encouraged to continue pursuing professional development relevant to their work or chosen career path as emphasized in the MSP.
9. For information, guidance and compliance.

  
**MAY B. ECLAR, PhD, CESO III**  
Regional Director

/AO1



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