



2406-621

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

REPUBLIC OF PHILIPPINES
 KAGAWARAN NG EDUKASYON
 REPUBLIKA NG PILIPINAS

Department of Education
 REGION I

010869
 JUN 03 2024

REGIONAL MEMORANDUM
 No. C-25, s. 2024

To: All Schools Division Superintendents
 All Others Concerned

NEW PLANTILLA ALLOCATION LIST (PAL) TEMPLATE FOR THE IMPLEMENTATION OF APPROVED EQUIVALENTS RECORD FORM (ERF), RECLASSIFICATION, AND CONVERSION OF POSITIONS

1. In compliance with the instructions from the Department of Budget and Management Regional Office No. 1, City of San Fernando, La Union, in the implementation of approved Equivalents Record Form (ERF), Reclassification, and Conversion of Positions, the new Plantilla Allocation List (PAL), the new Plantilla Allocation List (PAL) template is provided for the uniformity of the form.

2. It is requested to check the given instructions in the preparation of the PAL, and taken into consideration the correct details of the teaching and non-teaching personnel in the preparation of the PAL.

3. For the purposes of the implementation, the new PAL, together with the additional documents shall be submitted, to wit:

Personnel Action/Request Equivalents Record Form (ERF)	Additional Requests
Conversion of Position	<ul style="list-style-type: none"> a. Letter Request of the School Head/Principal (applicable for secondary education only) b. Certified Photocopy of Approved ERFs c. Certified Copy of PSIPOP printout reflecting the names of the teachers for reclassification (only those pages containing such names) d. Certification of Availability of Funds duly signed by the Budget Officer/Accountant/Bookkeeper e. Certified copy of Sub-ARO
	<ul style="list-style-type: none"> a. Evaluation Sheet/Ranking of MT Applicants b. Certified Copy of PSIPOP printout reflecting the names of the teachers for reclassification (only those pages containing such names) c. Certification of Availability of Funds duly signed by the Budget Officer/Accountant/Bookkeeper d. Certified copy of Sub-ARO
	<p>Elementary <ul style="list-style-type: none"> - Certified copy of the Number of Teachers by district </p> <p>Secondary <ul style="list-style-type: none"> - List of Existing MTs per Subject Areas - Letter Request of the School Head/Principal </p>

**SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY**
 11 JUN 2024
RELEASED
 BY: *[Signature]*

DepEd MATATAG 

Flores St, Catbagan, City of San Fernando, La Union
 Telephone Nos.: (072) 607-8137/682-2324
 E-mail: deped.vigan@deped.gov.ph www.depedvigan1.com

June 10, 2024

To: Assistant Schools Division Superintendent
 CES - SGOD & CID
 Public Schools Heads

Attention is invited to the additional documents that are required for Equivalent Record Form (ERF) requests, Conversion of Position requests, and Reclassification of Position requests.

For your information, guidance, and reference.


VILMA D. EDA, CESO V
 Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedviganicity.com

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM

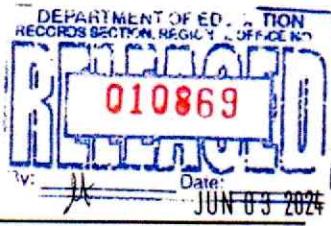




Republic of the Philippines

Department of Education

REGION I



REGIONAL MEMORANDUM

No. 623 s. 2024

To: All Schools Division Superintendents
All Others Concerned

NEW PLANTILLA ALLOCATION LIST (PAL) TEMPLATE FOR THE IMPLEMENTATION OF APPROVED EQUIVALENTS RECORD FORM (ERF), RECLASSIFICATION, AND CONVERSION OF POSITIONS

1. In compliance with the instructions from the Department of Budget and Management Regional Office No. I, City of San Fernando, La Union, in the implementation of approved Equivalents Record Form (ERF), Reclassification, and Conversion of Positions, the new Plantilla Allocation List (PAL), the new Plantilla Allocation List (PAL) template is provided for the uniformity of the form.
2. It is requested to check the given instructions in the preparation of the PAL, and taken into consideration the correct details of the teaching and non-teaching personnel in the preparation of the PAL.
3. For the purposes of the implementation, the new PAL, together with the additional documents shall be submitted, to wit:

Personnel Action/Request	Additional Requests
Equivalents Record Form (ERF)	<ul style="list-style-type: none"> a. Letter Request of the School Head/Principal (applicable for secondary education only) b. Certified Photocopy of Approved ERFs c. Certified Copy of PSIPOP printout reflecting the names of the teachers for reclassification (only those pages containing such names) d. Certification of Availability of Funds duly singed by the Budget Officer/Accountant/Bookkeeper e. Certified copy of Sub-ARO
Conversion of Position	<ul style="list-style-type: none"> a. Evaluation Sheet/Ranking of MT Applicants b. Certified Copy of PSIPOP printout reflecting the names of the teachers for reclassification (only those pages containing such names) c. Certification of Availability of Funds duly singed by the Budget Officer/Accountant/Bookkeeper d. Certified copy of Sub-ARO <p>Elementary - Certified copy of the Number of Teachers by district</p> <p>Secondary - List of Existing MTs per Subject Areas - Letter Request of the School Head/Principal</p>

Reclassification of Position	<ol style="list-style-type: none"> a. Letter Request of the School Head/Principal b. Certified Copy of PSIPOP printout reflecting the names of the teachers for reclassification (only those pages containing such names) c. Certification of Availability of Funds duly singed by the Budget Officer/Accountant/Bookkeeper e. Certified copy of Sub-ARO d. Organizational Chart e. Position Description Form (PDF) f. CAV (Masteral/Doctoral)
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4. Attached is the new PAL template, for ready reference, and this could be access at <https://bit.ly/TEMPLATEFORIMPLEMENTATION>.

5. For information, guidance and strict compliance.



TOLENTINO G. AQUINO
Director IV

Encl.: As Stated

References: As Stated

To be indicated in the Perpetual Index

Under the following subjects:

IMPLEMENTATION	INFORMATION	INSTRUCTIONS	POSITIONS
TEACHERS	TEMPLATE		

AD/PS/hfa/RM_NewPALTemplate

June 3, 2024



PLANTILLA ALLOCATION LIST

Conversion to Master Teacher Positions

(Pursuant to Executive Order No. 500 dated March 21, 1978, as implemented by National Budget Circular No. 303 dated April 10, 1979)

Department of Education - Regional Office XIII

Division: _____

Education: Elementary/Secondary

Item No. (per Index PSIPOP) (1)	Organizational Code per PSIPOP (2)	Name of Incumbent (3)	Position Title		Salary Grade with Step Increment		Monthly Rate (4)	Monthly Differential			<No. of months> Months Requirements (14)=(13)* no. of months (14)=(13)+(1)+(12)	MYB and/or YEB Differential (15)	Total Funding Requirements (16)=(14)+(15)	Remarks (17)	
			Present (6)	Proposed (5)	Present (7)	Proposed (8)		Sal. Differential (10)=(8)-(7)	PHD (11)	RUP (12)=(16)*0.12	Total Monthly Requirements (13)=(10)+(11)+(12)				
1. OSEC-DECSSB-TCH1-750571-2012		Caniban, Kranta Katrina A.	Teacher I	Master Teacher I	11/1	18,620	18/1	35,883	18,073	30	1,820	18,032	126,222	18,073	142,296
-NOTHING FOLLOWS-															
Sub-total for this page															
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We hereby assume full responsibility for the veracity and accuracy of the basis for subject conversion of positions after thorough review and scrutiny of documents submitted and in accordance with the applicable legal bases and existing DepEd guidelines (DepEd Order No. 57, series of 1997). In addition, we certify to the correctness of all the above-stated entries and that employees whose names appear on the list are the incumbents of said positions. We further certify that the PS requirement covering the request for conversion shall be funded under the Lump-sum appropriation for conversion lodged in the DepEd RO.

Prepared by:

Recommending Approval:

Approved by:

Division HRMO
Date:Schools Division Superintendent
Date:Regional Director
Date:

Documentary Requirements:

To be submitted to DBMS RDs:

1. Letter Request of the Regional Director of DepEd
2. Plantilla Allocation List for Conversion to Master Teacher Positions

Additional Documents for DepEd RD level only:

3. Evaluation Sheet/Ranking of MT applicants
4. Endorsement of the Schools Division Superintendent
5. Certified Copy of a PSIPOP printout reflecting the names of the teachers for reclassification (only those pages containing such names)
6. Certification of Availability of Funds duly signed by the Budget Officer/Accountant/Bookkeeper
7. Certified copy of Sub-ARO

For Elementary Education:

8. Certified copy of the Number of Teachers by District (use the sample format)

For Secondary Education:

9. List of Existing MTs per Subject Area
10. List of Teachers per Subject Area to be signed by the SDS
11. Letter Request of the School Head/Principal

Instructions:

- 1) Each page should show a sub-total of the current page to be forwarded on the next page.
- 2) Succeeding page/s should show the a) sub-total of the current page b) sub-total forwarded from the previous page, and 3) sub-total of (a) and (b) to be forwarded to the next page.
- 3) The last page should also show (a) and (b) and the total of (a) and (b), which should be labeled as Grand Total.

4) Please sort the position attributes in descending order.

Legal Bases:

1. Executive Order No. 600 dated March 21, 1978;
2. National Budget Circular No. 308 dated April 10, 1979;
3. National Compensation Circular No. 24 dated May 20, 1983
4. Budget Circular No. 2007-8 dated February 19, 2007; and
5. Budget Circular No. 2018-3 dated July 30, 2018.

PLANTILLA ALLOCATION LIST
Reclassification of School Head Positions

(Pursuant to Section 7E of RA 9155, otherwise known as the Governance of Basic Education Act of 2001, as implemented under DepEd Order No. 97, s. 2011 dated December 16, 2011)

Department of Education - Regional Office XIII

Division: _____

Education: Elementary/Secondary

Item No. (particular PSIPOP) (1)	Organizational Code per PSIPOP (2)	Name of Incumbent (3)	Position Title		Salary Grade with Step Increment/Monthly Rate		Monthly Differential			No. of months Months (14)=(13)* no. of months	MYB and/or YEB Differential (15)	Total Funding Requirements (16)=(14)+(15)	Remarks(17)		
			Present (4)	Proposed (5)	Present (6)	Proposed (7)	Sal. Difference (10)=(6)-(7)	PHG (11)	RJP (12)=(10* 0.12)						
1. OSEC-DECBB-SP1-750671-2012		Caniban, Karmie Kabina A.	School Principal I	School Principal II	191	36,161	201	43,250	4,089	30	482	4,821	32,346	4,089	36,435
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Total previous page															
Total this page/Grand Total															

We hereby assume full responsibility for the veracity and accuracy of the basis for subject reclassification of positions after thorough review and scrutiny of documents submitted and in accordance with the existing DepEd guidelines (DepEd Order No. 97, s. 2011) pursuant to Section 7E, last paragraph, Republic Act 9155, otherwise known as the Governance of Basic Education Act of 2001. In addition, we certify to the correctness of all the above-stated entries and that employees whose names appear on the list are the incumbents of said positions. We further certify that the PS requirement covering the request for reclassification shall be funded under the Lump-sum appropriation for reclassification lodged in the DepEd RO.

Prepared by:

Recommending Approval:

Approved by:

Division HRMO
Date:

Schools Division Superintendent
Date:

Regional Director
Date:

Documentary Requirements:

To be submitted to DBM RO:

1. Letter Request of the Regional Director of DepEd
2. Plantilla Allocation List for Reclassification of School Heads Positions

Additional Documents for DepEd RO level only:

3. Endorsement of the Schools Division Superintendent
4. Letter Request of the School Head/Principal (applicable for secondary education only)
5. Certified Copy of a PSIPOP printout reflecting the names of the teachers for reclassification (only those pages containing such names)
6. Certification of Availability of Funds duly signed by the Budget Officer/Accountant/Bookkeeper
7. Certified copy of Sub-ARO
8. Organizational Chart
9. Position Description Form (PDF)
10. Updated Service Record
11. Certification of Three (3) Performance Ratings
12. CAV (Masters/Doctors)

Instructions:

PLANTILLA ALLOCATION LIST

Reclassification of Teaching Positions due to Approved Equivalent Records Forms (ERFs)

(Pursuant to Section 14 of PD No. 985, as implemented by DBM Circular Letter 84-4 dated May 30, 1984 and Budget Circular No. 2004-1 dated January 23, 2004 reiterated under Budget Circular No. 2018-3 dated July 30, 2018)

Department of Education - Regional Office XIII

Division: _____

Education: Elementary/Secondary

Item No. (per latest PS/POP) (1)	Organization Code per PS/POP (2)	Name of Incumbent (3)	Position Title		Salary Grade with Step Increment/Monthly Rate			Monthly Differential			No. of months Requirements (14)=(15)* no. of months	MYB and/or YEB Differential (16)	Total Funding Requirements (18)=(14)+(16)	Remarks(17)	
			Present (4)	Proposed(5)	(6) Present (7)	(8) Proposed (9)	St. Differential (10) = (8) - (7)	PHIC (11)	RUP (12) = (10) * 0.12	Total Monthly Requirements (13)=(10)+(11)+(12)					
1. OSEC-DECSB-TCII-750871-2012 (see Chapter 8 of Circular Letter No. 2007-6 dated February 19, 2007 on the Manual of Position Classification and Compensation)		Caribon, Kremia Katrina A.	Teacher I	Teacher II	11/1	18,820	12/1	21,387	1,767	80	212	2,009	14,063	1,767	16,830
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Sub-total for this page															
Total previous page															
Total this page/Grand Total															

We hereby assume full responsibility for the veracity and accuracy of the basis for subject reclassification of positions after thorough review and scrutiny of documents submitted and in accordance with existing DepEd and the various legal bases for ERFs. In addition, we certify the correctness of all the above-mentioned entities and that employees whose names appear on the list are the incumbents of said positions. We further certify that the PS requirement covering the request for reclassification shall be funded under the Lump-sum appropriation for reclassification lodged in the DepEd RO.

Prepared by:

Recommending Approval:

Approved by:

Division HRMO
Date:Schools Division Superintendent
Date:Regional Director
Date:Documentary Requirements:
To be submitted to DBM RO:

1. Letter Request of the Regional Director of DepEd
2. Plantilla Allocation List for Reclassification of Teaching Positions due to Approved Equivalent Records Forms (ERFs)

Additional Documents for DepEd RO level only:

3. Endorsement of the Schools Division Superintendent
4. Letter Request of the School Head/Principal (applicable for secondary education only)
5. Certified Photocopy of Approved Equivalent Record Forms (ERFs)
6. Certified Copy of aPS/POP printout reflecting the names of the teachers for reclassification (only those pages containing such names)
7. Certification of Availability of Funds duly signed by the Budget Officer/Accountant/Bookkeeper
8. Certified copy of Sub-ARO

Instructions:

- 1) Each page should show a sub-total of the current page to be forwarded on the next page.
- 2) Succeeding pages should show the a) sub-total of the current page b) sub-total forwarded from the previous page, and 3) sub-total of (a) and (b) to be forwarded to the next page.
- 3) The last page should also show (a) and (b) and the total of (a) and (b), which should be labelled as Grand Total.
- 4) Please sort the position attributes in descending order.

Legal Bases:

1. DBNI Circular Letter 84-4 dated May 30, 1984
2. Budget Circular No. 2004-1 dated January 23, 2004
3. Budget Circular No. 2007-6 dated February 16, 2007
4. Budget Circular No. 2018-3 dated July 30, 2018