



2406-621

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

REGIONAL MEMORANDUM
No. 0025 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 ERFsc. 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/Bookkeepere. Certified copy of Sub-ARO
Conversion of Position	<ul style="list-style-type: none">a. Evaluation Sheet/Ranking of MT Applicantsb. 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/Bookkeeperd. Certified copy of Sub-ARO <p>Elementary</p> <ul style="list-style-type: none">- Certified copy of the Number of Teachers by district <p>Secondary</p> <ul style="list-style-type: none">- List of Existing MTs per Subject Areas- Letter Request of the School Head/Principal

DepED MATATAG
Flores St., Catbangen, City of San Fernando, La Union
Telephone Nos.: (072) 607-8137/692-2324
DepEd Region I | region1@deped.gov.ph | www.depedr1.com

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

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. LEDA, CESO V
Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
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Email Address: vigan.city@deped.gov.ph
Website: www.depedvigancity.com

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Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 023 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)	<ol style="list-style-type: none">a. Letter Request of the School Head/Principal (applicable for secondary education only)b. Certified Photocopy of Approved ERFsc. 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/Bookkeepere. Certified copy of Sub-ARO
Conversion of Position	<ol style="list-style-type: none">a. Evaluation Sheet/Ranking of MT Applicantsb. 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/Bookkeeperd. Certified copy of Sub-ARO <p>Elementary</p> <ul style="list-style-type: none">- Certified copy of the Number of Teachers by district <p>Secondary</p> <ul style="list-style-type: none">- List of Existing MTs per Subject Areas- Letter Request of the School Head/Principal



Reclassification of Position	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 signed 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 latest 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 Requirements (14)=(13)* no. of months	MYS and/or YES Differential (15)	Total Funding Requirements (16)=(14)+(15)	Remarks (17)
			Present (4)	Proposed (5)	Present (6)	Proposed (7)	Present (8)	Proposed (9)	Sal. Differential (10) = (6) - (7)	PHCD (11)	RJP (12) = (10)* 0.12	Total Monthly Requirements (13)=(10)+(11)+(12)				
1. OSEC-DECSB-TCH1-750671-2012		Caniban, Krinda Katrina A.	Teacher I	Master Teacher I	11/1	19,620	18/1	25,583	18,073	30	1,029	19,032	128,222	18,073	142,296	
-NOTHING FOLLOWS-																
Sub-total for this page																
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Total this page/Grand Total																

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: _____
Division HRMO
Date: _____

Recommending Approval: _____
Schools Division Superintendent
Date: _____

Approved by: _____
Regional Director
Date: _____

- Documentary Requirements:
To be submitted to DBM RO:
- Letter Request of the Regional Director of DepEd
 - Plantilla Allocation List for Conversion to Master Teacher Positions

- Additional Documents for DepEd RO level only:
- Evaluation Sheet/Ranking of MT applicants
 - Endorsement of the Schools Division Superintendent
 - Certified Copy of a PSIPOP printout reflecting the names of the teachers for reclassification (only those pages containing such names)
 - Certification of Availability of Funds duly signed by the Budget Officer/Accountant/Bookkeeper
 - Certified copy of Sub-ARO
- For Elementary Education:
- Certified copy of the Number of Teachers by District (use the sample format)
- For Secondary Education:
- List of Existing MTs per Subject Area
 - List of Teachers per Subject Area to be signed by the SDS
 - Letter Request of the School Head/Principal

- Instructions:
- Each page should show a sub-total of the current page to be forwarded on the next page.
 - Succeeding page/s should show the a) sub-total of the current page b) sub-total forwarded from the previous page, and c) sub-total of (a) and (b) to be forwarded to the next page.
 - 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, 1976;
2. National Budget Circular No. 306 dated April 10, 1979;
3. National Compensation Circular No. 24 dated May 20, 1985
4. Budget Circular No. 2007-3 dated February 16, 2007; and
5. Budget Circular No. 2018-3 dated July 30, 2018.

(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)

Education: Elementary/Secondary

[illegible]

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 abovesated 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.

Approved by:

Regional Director
Date:

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 PSPDP 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 (Masteral/Doctoral)

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 PSISOP) (1)	Organizational Code per PSISOP (2)	Name of Incumbent (3)	Position Title		Salary Grade with Step Increment/Monthly Rate				Monthly Differential				No. of months Requirements (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)	Step (8)	Proposed (9)	Sal. Differential (10) = (8) - (7)	PHID (11)	RUP (12) = (10)* 0.12	Total Monthly Requirements (13)=(10)+(11)+(12)				
1. OSEC-DECSB-TCH-I-750871-2012		Caniban, Kramis Katrina A.	Teacher I	Teacher II	11/1	18,820	12/1	21,387	1,767	80	212	2,009	14,069	1,767	18,830	
(see Chapter 6 of Circular Letter No. 2007-6 dated February 19, 2007 on the Manual of Position Classification and Compensation)																
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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-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 _____ Schools Division Superintendent _____ Regional Director _____
Date: _____ Date: _____ 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 Records Forms (ERFs)
6. Certified Copy of ePSISOP printout reflecting the names of the teachers for reclassifications (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:
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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. DBM 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