



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

August 19, 2021

DIVISION MEMORANDUM
No. 329, s. 2021

**ADDENDUM TO DIVISION MEMORANDUM NO. 249, S 2021 ENTITLED
WORKSHOP IN THE QUALITY ASSURANCE OF PERTINENT DOCUMENTS FOR
ERF/RECLASSIFICATION AND APPOINTMENT**

To: Assistant Schools Division Superintendents
Division Chief Supervisor
Public Schools District Supervisors/District In-Charge
Elementary and Secondary School Heads
All Others Concerned

1. Relative to the conduct of the Workshop of HRMPSB Committee in the Quality Assurance of pertinent documents for ERF, Reclassification and Appointment, expenses incurred during the conduct of the said activity shall be chargeable to **DIVISION/SCHOOL MOOE** subject to the usual accounting and auditing rules and regulations.
2. Widest and immediate dissemination and guidance of all concerned.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent
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Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS
 Schools Division of Cebu Province

**Office of the Schools Division
 Superintendent**

July 13, 2021

DIVISION MEMORANDUM
 No. 249, s. 2021

**WORKSHOP IN THE QUALITY ASSURANCE OF PERTINENT DOCUMENTS
 FOR ERF/RECLASSIFICATION AND APPOINTMENT**

To: Assistant Schools Division Superintendents
 Division Chief Supervisor
 Public Schools District Supervisors/District In-Charge
 Elementary and Secondary School Heads
 All Others Concerned

1. Relative to Division Memorandum No. 222, s.2021 entitled "One-Day Orientation-Workshop of Division and Sub-Committee HRMPSB; the field is informed that **EFFECTIVE IMMEDIATELY**, submission and pre-evaluation of pertinent documents for processing of ERF (Yellow folder), Reclassification (Blue folder) and Appointment (Pink folder) shall be coursed through the HRMPSB Sub-Committee Secretariat where the district belongs. **ONLY** those folders validated to be complete are to be received in the sub-offices, those with lacking and fraudulent documents shall be returned to the concerned appointee/applicant immediately.
2. Pre-evaluated documents ready for submission shall be tracked via Online Requests and Tracking System (ORTS). Status update can be checked online using the generated tracking number.
3. Division and Sub-Committee HRMPSB members are directed to convene on July 23, 2021 at 9:00 o'clock in the morning at DepEd Ecotech Center, Sudlon, Lahug, Cebu City for the quality assurance of pertinent documents submitted to the Division Office.

Expenses charged?

4. Widest and immediate dissemination and guidance of all concerned.

MARILYN S. ANDALES EDD, CESO V
 Schools Division Superintendent

annex Dining-

60 pay-

Breakfast-

AM snacks

LUNCH

PM snacks

