



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

September 9, 2024

DIVISION MEMORANDUM

No. 536, s. 2024

**REITERATION OF THE ENDORSEMENT OF REQUESTS FOR THE
RECLASSIFICATION OF POSITIONS AND OTHER STAFFING MODIFICATIONS**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is Regional Memorandum No. 795, s. 2024 dated September 3, 2024 titled **Reiteration of the Timeline for the Endorsement of Requests for the Reclassification of Positions and other Staffing Modifications.**
2. Immediate dissemination of this Memorandum is desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent *MA*

Enclosure: None
Reference: None
To be indicated in the Perpetual Index
Under the following subjects

CONVERSION

POSITION

RECLASSIFICATION



Address: Banica, Roxas City
Contact Number: (036) 620 2371
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Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

SEP 03 2024

REGIONAL MEMORANDUM

No. 795, s. 2024

REITERATION OF THE TIMELINE FOR THE ENDORSEMENT OF REQUESTS FOR THE RECLASSIFICATION OF POSITIONS AND OTHER STAFFING MODIFICATIONS

To: Schools Division Superintendents
All Others Concerned

1. Attached is a DBM advisory dated August 08, 2024, signed by **Maria Liane L. Gayomali**, Regional Director, Department of Budget and Management, titled **"Reiteration of the Timeline for the Endorsement of Requests for the Reclassification of Positions and Other Staffing Modifications."**
2. In view of that, the Schools Division Offices are reminded that the last day of submission of the requests for reclassifications at the DepEd Regional Office is on **August 30, 2024**.
3. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated

To be indicated in the Perpetual Index
under the following subjects:
CONVERSION POSITION RECLASSIFICATION

ADG/ASD-PS-RM-052
August 30, 2024



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
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RELEASED
DBM Regional Office VI

BY: 
DATE: AUG 08 2024

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VI



ADVISORY

For : Department of Education (DepEd) Regional Office Proper (ROP)
and Schools Division Offices (SDOs) in Region VI

Subject : **REITERATION OF THE TIMELINE FOR THE ENDORSEMENT
OF REQUESTS FOR THE RECLASSIFICATION OF POSITIONS
AND OTHER STAFFING MODIFICATIONS**

Date : 08 August 2024

- 1.0 At the outset, DepEd submits requests for the reclassification of positions and other staffing modifications which shall be endorsed by the SDOs and ROP, per existing Standard Operating Procedure, to the DBM to facilitate the issuance of Notice of Organization, Staffing and Compensation Action (NOSCA), if found to be in order.
- 2.0 Under this premise, it is noted that this Office received bulk of these requests, thus, constant reminders and mutually-agreed upon from the previous Full-Time Delivery Unit meetings that DepEd SDOs and ROP shall submit as early as the first working day of the year, and preferably not later than 30 September of the same year to the DBM for the evaluation in accordance with the standard staffing pattern of DepEd and the issuance of NOSCA afterwards.

This measure will enable this Office to expedite the processing of equally important budgetary requests, especially Personnel Services (PS) deficiencies, and evaluation of the Budget Execution Document Nos. 1 (Financial Plan), 2 (Physical Plan), and 3 (Monthly Disbursement Program), during the remaining period of the current year.

- 3.0 In anticipation of the release of funding requirements to cover any PS deficiency in authorized personnel benefits for Fiscal Year (FY) 2024, including the salary differential due to the retroactive application of the new salary schedule per Executive Order No. 64¹ wherein the guidelines is yet to be issued by the DBM, and the evaluation of the FY 2025 BEDs, DepEd ROP and SDOs are reminded to **expedite the endorsement of all requests for the reclassification of**

¹ Updating the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of an Additional Allowance, and for Other Purposes

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positions and other staffing modifications which may be submitted **preferably not later than 30 September 2024 or at the earliest time, if possible.**

- 4.0 DepEd ROP and SDOs are also enjoined to validate said requests as to its completeness and orderliness of the documentary requirements before endorsing the same to this Office.
- 5.0 Finally, DepEd Operating Units shall ensure that their respective Personal Services Itemization and Plantilla of Personnel is accordingly updated and reflected in the supporting documents attached therein, i.e., List of Teachers by Subject Area and School Form 7, as applicable, to aid the DBM Specialists in the evaluation of requests and fast track the issuance of NOSCA.
- 6.0 For information and guidance. Thank you.


MARIA LIANE L. GAYOMALI
Regional Director