



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF TAGUM CITY

**DIVISION MEMORANDUM:**

TO: **ALL PUBLIC ELEMENTARY & SECONDARY SCHOOL HEADS**

FROM: The Office of the Schools Division Superintendent

SUBJECT: **SUBMISSION OF FUNDING REQUIREMENTS FOR THE IMPLEMENTATION OF ERF, CONVERSION TO MASTER TEACHERS AND RECLASSIFICATION OF POSITIONS FOR CY 2021**

DATE: January 18, 2021

1. In preparation for the allocation to be given to Tagum City Division for CY 2021 Appropriations for the Implementation of ERF, Reclassification of Positions and Conversion to Master Teacher, **School Heads are advised to submit to Personnel Office the list of qualified applicants** for reclassification for the year 2021.
2. Template available for download at **<https://bit.ly/ERFformTagum>**
3. Email your report at **[hrmo.depedtagumcity@gmail.com](mailto:hrmo.depedtagumcity@gmail.com)**
4. Deadline of **submission for the funding requirements** is on or before **January 22, 2021** while submission of application for reclass is still on going until further notice as to the deadline.
5. For your information and appropriate action.

  
**DR. JOSEPHINE L. FADUL**  
Schools Division Superintendent

