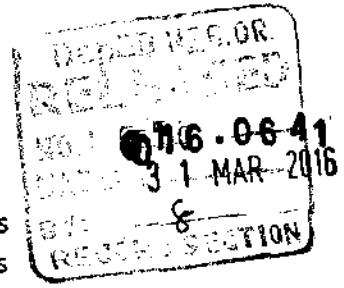




Republic of the Philippines  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
[www.depednegor.net](http://www.depednegor.net)



Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1623 (Asst. Sch's Div. Supt's Office);  
(035) 225-1622 (Promotional Section/EPSS); (035) 422-7643 (Cashier's Section); (035) 422-8511 (Planning Section);  
(035) 225-6987 (Records Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);  
(035) 225-2378 (ALS Section); (035) 225-7012 (PFSED Section); (035) 225-1640 & (035) 225-6180 (Accounting Section); (035) 422-3921 (Supply Section)

March 30, 2016

**MEMORANDUM TO :**

**MR. DAN P. ALAR**  
Senior Education Program Specialist II

**MS. IRYLL MAE S. MACAHIG**  
Education Program Specialist II

**MS. LANI B. YURONG**  
Administrative Officer IV (HRMO)

**MS. JIAN A. DIAZ**  
Administrative Aide VI

This Office

Please be informed of your attendance to the Workshop in the Processing of ERF, Reclassification and Conversion of Positions on April 4-6, 2016 at the 3<sup>rd</sup> Floor, DepED Regional Office VII, Sudlon, Lahug, Cebu City.

Registration fee of Three Thousand Six Hundred Pesos (P3,600.00), traveling and other incidental expenses incurred in connection with this activity shall be charged against Division Office fund, subject to the usual accounting and auditing rules and regulations.

For your information, guidance and compliance.

  
**LELANIE T. CABRERA, CESE**  
Asst. Schools Division Superintendent  
**OIC-SDS**

LTC/LPS/bing



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
**NEGROS ISLAND REGION**




**AUTHORITY TO TRAVEL**

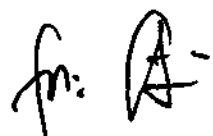
March 30, 2016

TO:	DAN P. ALAR IRYLL MAE S. MACAHIG LANI B.YURONG JIAN A. DIAZ
OFFICE/STATION:	DEPED-DIVISION OF NEGROS ORIENTAL
NATURE OF TRAVEL:	Official Business
FUND SOURCE:	DIVISION MOOE FUNDS
INCLUSIVE DATE OF TRAVEL:	APRIL 4-6, 2016
DESTINATION:	3 <sup>RD</sup> FLOOR, DEPED RO VII, SUDLON, LAHUG, CEBU CITY
PURPOSE:	TO ATTEND THE WORKSHOP IN THE PROCESSING OF ERF, RECLASSIFICATION AND CONVERSION OF POSITIONS

RECOMMENDING APPROVAL:

  
**LELANIE T. CABRERA, CESE**  
Schools Division Superintendent  
Division of Negros Oriental

APPROVED:

  
**GILBERT T. SADSAD, CESO V**  
Director III  
OIC Regional Director

DepEd-NIR Office, West City Elementary School Campus, Dumaguete City, 6200

TEL: (035) 422 6227 / E-MAIL: [depednir@gmail.com](mailto:depednir@gmail.com)

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REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
**REGION VII, CENTRAL VISAYAS**  
Sudlon, Lahug, Cebu City



**MEMORANDUM**

D. 3/30/16  
8

**TO :** Division Office Personnel-in-Charge in the Processing of the ERF and Reclassification  
THROUGH the Schools Division Superintendents : of DepED Region 7 :

- Bogo City
- Bohol
- Carcar City
- Cebu City
- Cebu Province
- Danao City
- Lapu-Lapu City
- Mandaue City
- Naga City
- Siquijor
- Tagbilaran City
- Talisay City
- Toledo City

Division Office Personnel-In-Charge in the Processing of the ERF and Reclassification

Negros Oriental Divisions under Negros Island Region (NIR)

THROUGH Director Glibert Sadsad, OIC Regional Director

- Bayawan City
- Bais City
- Dumaguete City
- Guhungan City
- Negros Oriental
- Tanjay City

**SUBJECT :** Workshop in the Processing of ERF, Reclassification and Conversion of Positions

**DATE :** March 29, 2016

X=====/  
As part of the Training Calendar of Administrative Division CY 2016, you are hereby directed to attend the Workshop in the Processing of ERF, Reclassification and Conversion of Positions on April 4-6, 2016 at the 3<sup>rd</sup> Floor, DepED Regional Office 7, Sudlon, Lahug, Cebu City.

The workshop aims to following :

- 1) *orient/revisit the guidelines and requirements in the processing of ERF, Reclassification and Conversion of Positions;*
- 2) *validate the submission of the required documents for the application of ERF, Reclassification and Conversion of Positions;*
- 3) *take action/process the applications submitted by the divisions*

The participants to the workshop are the Division Office Personnel-in-Charge in the processing of the ERF, Reclassification and Conversion of Positions. The following are the no. of expected participants :

**Very Large and Large Divisions - 4 participants**

**Medium and Small Divisions - 2 to 3 participants**

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; 255-4542 Field Technical Assistance Division (FTAD),  
Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*" ESD 2015: Karapatan ng Lahat, Pananagutan ng Lahat "*



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DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
**REGION VII, CENTRAL VISAYAS**  
Sudlon, Lahug, Cebu City



A registration fee of Three Thousand Six Hundred Pesos (P 3,600.00) shall be collected from each participant to cover the meals, lodging and materials of the workshop. Travelling and other incidental expenses and the registration fee shall be charged against Division Office Funds, subject to the usual accounting and auditing rules and regulations.

Please confirm the no. of participants on or before March 31, 2016 to the Personnel Section, Administrative Division telephone nos. (032) 414-7366.

*Juliet A. Jeruta*  
**JULIET A. JERUTA, Ph.D., CESO V**  
Director III

*[Signature]*  
DIC-Regional Director

Dir.JAJeruta/ms.ida  
Page 1-office memo

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**"EFA 2015: Konapatan ng Lahat, Pananagutan ng Lahat"**