MEMORANDUM

TO : Officer-In-Charge Assistant Schools Division Superintendent,
Chief, Curriculum Implementation Division,
Chief, School Governance and Operations Division,
Education Program Supervisors,
District Supervisors, Division Unit Heads
Elementary and Secondary School Principals, Head Teachers,
Teacher-In-Charge, Officer-In-Charge
All Others Concerned

FROM : DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : DISSEMINATION OF THE AGREEMENTS DURING THE
MEETING BETWEEN DBM AND DEPED

DATE : November 9, 2018

Please find the attached DEPED-4-08-RM-18-711 RE: Copy the Agreements
during the Meeting between DBM and DepEd. For your information and guidance.

VM-559, c. 2018
TO: SCHOOLS DIVISION SUPERINTENDENTS

FROM: DIOSDADO M. SAN ANTONIO
   Director

SUBJECT: COPY OF THE AGREEMENTS DURING THE MEETING BETWEEN DBM AND DEPED

DATE: November 6, 2018

1. Enclosed is the copy of the agreements during the meeting between DepEd and DBM which was held on October 10, 2018 at Hotel Kimberly, Manila signed by Regional Directors RUBY R. ESTEBAN of DBM RO IV-A and DIOSDADO M. SAN ANTONIO of this Office.

2. Implementation of said agreements shall take effect immediately.

3. Please be guided accordingly.

Trunk Line: (02) 682-5773 / 684-4914 / 647-7487
Fax: (02) 683-2114
Website: depedcalabarzon.ph
October 25, 2018

Director Diosdado M. San Antonio
Department of Education
Regional Office IV-A
Gate II – Karangalan Village
Cainta, Rizal

Dear Director San Antonio:

May we furnish you herewith a copy of the agreements arrived at during our meeting on October 10, 2018 at the Hotel Kimberly, Manila.

For information and concurrence, please.

Thank you very much for your continued support and cooperation.

Very truly yours,

RUBY/R. ESTEBAN
Regional Director
AGREEMENTS DURING THE DBM ROIV-A – DepEd ROIV-A Meeting
October 10, 2018
Hotel Kimberly Manila

ATTENDANCE:

DepEd:
- Diosdado M. San Antonio, Regional Director
- Carlito D. Rocafort, OIC-Assistant Regional Director
- Marites L. Gloria, Chief Administrative Officer (Finance Division)
- Ann Geralyn T. Pellas, Chief Administrative Officer (Administrative Division)
- Laarni A. Evaristo, Administrative Officer V (Finance Division)

DBM:
- Ruby R. Esteban, Regional Director
- Nympha R. Manalastas, OIC-Assistant Regional Director
- Leoncio A. Arellano, Supervising Budget & Management Specialist
- Jacqueline B. Ludovice, Senior Budget and Management Specialist
- Reyniel A. Rivera, Budget & Management Specialist I
- Igmidio Niño P. Galingan Jr., Budget & Management Analyst

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| 1. On the processing of ERFs/MTs and other staffing modifications –
  - volume submission, non-validation of the incumbent vis-à-vis unique item number, too many documentations, no prescribed submission time and cut-off time | Submission will be on a weekly basis – Monday
Yearly start off date – 3rd Monday of January
Yearly cut-off date – October 15 (For 2018, cut-off date is 20 October 2018)
Documentations:
  - For ERFs
    - Basic Request signed by the RD or his designated signing authority;
    - Copy of ERFs (indicating the unique item number as verified in the PSI-POP of DepEd Region IV-A; and
    - List of positions for reclassification due to ERFs (format provided herein)
  - For MTs
    - Elementary - Copy of Ranking, School Form No. 7
    - Secondary - List of teachers per subject area (format provided herein) |
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<td>- Reclassification - Performance Rating for the last three (3) years</td>
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<td>- Transfer/Conversion – Enrolment data (SF 4); Waiver of teachers to be transferred</td>
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2. Specific Types of Requests

- **Release of funds**
  - For release of NCAs corresponding to Sub-Allotment Release Orders (Sub-AROs) downloaded to Implementing Units (IUs) – the Principals/SDS are authorized to directly request from DBM said fund releases.

- **Use of Savings**
  - Through DepEd CO.

- **Retirement and Terminal Leave Benefits**
  - Through the DepEd Region IV-A to be endorsed by the RD or his designated signing authority;

- **For Later Release (FLR)**
  - Through the DepEd Region IV-A to be endorsed by the RD or his designated signing authority; Submission of request for funding release for newly-filled positions shall be every Monday

- **Trust Receipts**
  - Request for issuance of NCA corresponding to the deposited amount (Trust Receipt) from the sale of scrap materials will be ON HOLD, pending the submission of DepEd of the legal basis for its utilization. Meanwhile, request for issuance of NCA from the sale of bidding documents or refund of performance/bidders bonds may be forwarded to this Office with the certification of remittance/s to the Bureau of the Treasury.

- **Accountability Reports**
  - To be consolidated and submitted by DepEd RO IV-A.

- **Receipt of Released Documents**
  - A DepEd-ROIV-A authorized representative will be in-charge of the receipt of all released documents.

3. **Election Ban during the Election Period in FY 2019**

  DepEd RO IV-A shall consider the Election Ban that will be issued next year prior to submitting requests to this Office.
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<td>4. Signatories</td>
<td>DepEd RO IV-A shall provide this Office with the list of signatories at their end per type of request.</td>
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Conforme:

RUBY R. ESTEBAN  
Regional Director  
DBM RO IV-A

DIOSDADO M. SAN ANTONIO  
Regional Director  
DepEd RO IV-A