



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



January 27, 2021

**REGIONAL MEMORANDUM**

**FIRST QUARTER CONFERENCE FOR ADMINISTRATIVE OFFICERS II/IV (HRMO I/II-SDO/SCHOOL LEVELS), PERSONNEL IN-CHARGE OF PERSONNEL ACTIONS ON GUIDELINES ON THE IMPLEMENTATION OF RECLASSIFICATION OF POSITIONS, EQUIVALENTS RECORD FORM (ERF), AND OTHER PERSONNEL ACTIONS**

To: **Schools Division Superintendents**  
**School Heads**  
**All Others Concerned**

1. Relative to Regional Memorandum No. 4, s. 2021, the Administrative Division in this Office shall conduct a two (2) day First Quarter Conference for Administrative Officers II/IV (HRMO I/II – SDOs/School Levels), Personnel In-Charge of Personnel Actions on Guidelines on the Implementation of Reclassification of Positions, Equivalents Record Form (ERF), and Other Personnel Actions to be held via simultaneous PIVOT Youtube live and face to face on February 4-5, 2021.
2. This conference aims to re-orient the Human Resource Management Officers and all personnel in-charge of personnel actions to have a uniform interpretation and implementation process.
3. All participants are requested to register at <http://bit.ly/CONERF2021> on or before February 1, 2021 until 8:00 o'clock in the evening. The link for this activity shall be emailed to the registered participants on February 3, 2021.
4. Immediate dissemination of and compliance to this Memorandum is desired.

**WILFREDO E. CABRAL**  
Regional Director

*[Handwritten signature]*  
1-28-21



**"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**

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