



Personnel-RM-2025-700

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

18 September 2025

**Regional Memorandum**

No. 700 s. 2025

**VIRTUAL MEETING ON THE PROCESSING OF PENDING APPLICATIONS FOR RECLASSIFICATION OF TEACHING AND SCHOOL HEAD POSITIONS UNDER THE OLD GUIDELINES**

To **Schools Division Superintendents**  
**Division Human Resource Management Officers II (AO IV)**  
**All Others Concerned**

1. Relative to the issued Regional Memorandum No. 642, s. 2025 titled "Submission of Pending Applications for Reclassification of Teaching and School Head Positions for CY 2024, the Regional Office through the Administrative Service Division-Personnel Section shall conduct a virtual meeting on September 22, 2025, at 3:00 pm onwards.
2. This virtual meeting aims to:
  - a. Discuss matters concerning the processing of pending applications under the old guidelines;
  - b. Reconcile the number of approved ERFs (CY 2024-2025) with the corresponding Plantilla Allocation List (PAL); and
  - c. Resolve issues/concerns related to applications for reclassification of teaching and school heads positions for CY 2024.
3. Participants in the said meeting are the Schools Division Superintendent or Assistant Schools Division Superintendent, and Administrative Officer IV (HRMO II). Kindly join via the Google Meet link below on September 22, 2025:  
  
<https://meet.google.com/xxu-xjji-ymm>
4. Immediate dissemination of and compliance to this Memorandum is desired.

**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

OSC/ROA/PS



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