



Republic of the Philippines
Department of Education
 Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

May 31, 2024

DIVISION MEMORANDUM

No. 387, s. 2024

TO : Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary, Junior and Secondary School Heads and TIC
 Schools Administrative Officer (Implementing and Non-IU's)
 All Others Concerned

DOCUMENTARY REQUIREMENTS FOR HUMAN RESOURCE RELATED PROCESSES

1. Attached is Regional Memorandum No. 543, s. 2024 Re: Documentary Requirements for Human Resource Related Processes. All applicants are advised to strictly comply with the required documentary requirements, number of copies and schedule of submission to the Regional Office to ensure uniform compliance and smooth processing of their applications for the following:
 - a. Retirement, survivorship, disability, and separation benefits from GSIS claim;
 - b. Authority to Travel Abroad on Official Business or Official Time;
 - c. Authority to Travel Abroad on Personal Business;
 - d. For Transfer;
 - e. For Commission on Filipino Overseas (CFO)/RO and CO Certification for Teacher's Exchange Program;
 - f. Reclassification of Item thru Equivalent Record Form (ERF) (Teacher I-III);
 - g. Reclassification of Item for Master Teacher Position;
 - h. Reclassification of Item for Head Teacher I-III Position (Elementary);
 - i. Reclassification of Item for Head Teacher I-IV Position (Secondary);
 - j. Reclassification of Item for Principal I Position;
 - k. Reclassification of Item for Principal II-IV Position;
2. All photocopies must be duly certified by the authorized signatory in the Division office.
3. For information, dissemination and strict compliance.

Sherlita A. Palma
SHERLITA A. PALMA EdD, CESO VI
 OIC-Schools Division Superintendent

Enclosures: As stated
 Reference: RM No. 543, s. 2024
 To be indicated in the Perpetual Index under the following subjects:

DOCUMENTARY REQUIREMENTS

PS/NMB
 May 31, 2024

