



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

February 24, 2020

**REGIONAL MEMORANDUM**

No. **119** /s/ 2020

**SUSPENSION OF ACCEPTANCE OF APPLICATION DOCUMENTS  
 FOR POSITION RECLASSIFICATION**

To: Schools Division Superintendents  
 All Others Concerned

1. Effective **March 2, 2020**, this Office shall suspend acceptance of application documents for position reclassification. This decision to suspend is due to the deficiency in the budgetary allocation, which needs to be settled first before processing additional applications as agreed during the Coordination Meeting with the Department of Budget and Management conducted on February 20, 2020.
2. For the approved reclassification in the previous year particularly from June to December 2019 which are unfunded through the regional lumpsum shall be charged to personal services (PS) savings of the division. It is therefore requested to attach certification on the availability of funds signed by the division accountant and budget officer to any request for salary adjustments in the regional payroll.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

**RAMIR B. UYTICO EdD, CESO IV**

Director IV

Enclosure: None  
 Reference: Budgetary Allocation  
 To be indicated in the Perpetual Index under the following subjects:

BUDGETARY ALLOCATION

RECLASSIFICATION

SUSPENSION

AD-PS-EDR

