



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

January 16, 2025

**REGIONAL MEMORANDUM**

No. **061** s. 2025

**REVISED PLANTILLA ALLOCATION LIST FOR RECLASSIFICATION OF POSITIONS**

To: Schools Division Superintendents  
Human Resource Management Officers  
All Others Concerned

1. With reference to Regional Memorandum No. 981, s. 2024 re Acceptance of Application for Reclassification of Teaching and Teaching-Related Positions in Elementary and Junior High School, a revised template for **Plantilla Allocation List (PAL)** provided by the Department of Budget and Management (DBM) shall be used for this purpose.
2. All submission for reclassification of position for CY 2025 onwards shall utilize the said form.
3. Attached are copies of the template. An electronic copy has already been shared to the Human Resource Management Officers.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.

**EVELYN R. FETALVERO, CESO III**  
Regional Director

Enclosures: As stated

References: DBM Advisory; RM 981, s. 2024

To be indicated in the Perpetual Index under the following subjects:

NEW TEMPLATE      PLANTILLA ALLOCATION LIST      RECLASSIFICATION

AD-PS-EDR



By: Date: 1-21-25



Address: Government Center, Gandahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
Email Address: region8@deped.gov.ph  
Website: region8.deped.gov.ph







**PLANTILLA ALLOCATION LIST**  
**Reclassification of School Head Positions**  
**(Pursuant to Section 7E of RA 9155, otherwise known as the Governance of Basic Education Act of 2001, as implemented under DepEd Order No. 97, s. 2011 dated December 16, 2011)**

Agency: \_\_\_\_\_  
 Region: \_\_\_\_\_  
 Division: \_\_\_\_\_  
 Education: Elementary/Secondary

Item No. (see item 16 (POH) (1))	Organizational Code per RA 9155 (2)	Name of incumbent (3)	Position Title		Salary Grade with Step Increment/Monthly Rate			Monthly Differential	Total Monthly Requirements (13)=(10)+(11)+(12)	No. of months-Requirements (14)=(13)/no. of months	MYB and/or YEB Differential (15)	Total Funding Requirements (16)=(14)+(15)	Remarks (17)
			Present (4)	Proposed (5)	Present (6)	Proposed (7)	Proposed (8)						
<b>MAXIMUM OF 16 ENTRIES PER PAL</b>													
-NOTHING FOLLOWS-													
SUB-total for this page													
Total previous page													
Total this page/Grand Total													

We hereby assume full responsibility for the veracity and accuracy of the data for subject conversion of positions after thorough review and scrutiny of documents submitted and in accordance with existing legal bases and DepEd guidelines on the reclassification of School Head positions. In addition, we certify in the correctness of all the above-stated entries and that employees whose names appear on the list are the incumbents of said positions. We further certify that the PS requirement covering the request for conversion shall be funded under the Lump-sum appropriation for conversion lodged in the DepEd RO

Prepared by: \_\_\_\_\_

Recommending Approval: \_\_\_\_\_

Approved by: \_\_\_\_\_

Division HRMO  
Date: \_\_\_\_\_

Schools Division Superintendent  
Date: \_\_\_\_\_

Regional Director  
Date: \_\_\_\_\_