DIVISION MEMORANDUM
No. 253, s. 2021

MONITORING OF THE SUBMISSION OF APPLICATION FOR RECLASSIFICATION OF POSITIONS DOCUMENTS

To: Public Schools District Supervisors
Public Schools Elementary School Heads
Public Schools Secondary School Heads

1. In reference to Regional Memorandum dated April 19, 2021, signed by Allan G. Farnazo, Director IV, re: Monitoring of the Submission of Application for Reclassification of Position Documents.

2. Schools are directed to submit the list of official email addresses of all the Reclassification of Position In-Charge and School Heads in order to access the monitoring form, to bit.ly/R11ReclassMF, not later than May 3, 2021.

3. Immediate dissemination and strict compliance of this memorandum is desired.

CRISTY C. EPE
Schools Division Superintendent
Office of the Regional Director

DAVAO REGION

MEMORANDUM

To : Assistant Regional Director
     Schools Division Superintendents/OIC-SDSs
     Regional Chief of Division - ASD

Subject: MONITORING OF THE SUBMISSION OF APPLICATION FOR RECLASSIFICATION OF POSITION DOCUMENTS

Date : April 19, 2021

Pursuant to the DepEd Regional Memorandum No. 17, s. 2021 relative to the Strengthening the Implementation of the Reclassification of Positions in DepEd Region XI and in order to monitor and validate the submission of proposed reclassification items from Schools to SDOs and RO, this Regional Office hereby directs all the Schools and Division Offices to submit the list of submitted documents of Applications for Reclassification of Positions to SDO and RO, and provide updates on the submitted documents through online platform.

Anent to this, Schools Division Offices are directed to submit the list of official email addresses of all the Reclassification of Position In-Charge and School Heads in order to access the monitoring form, to bit.ly/R11ReclassMF, not later than April 23, 2021.

For immediate dissemination and strict compliance.

[Signature]
ALLAN E. FARNAZO
Director IV

Enclosed: As Stated.

ROA2/jtg

Address: F. Torres St., Davao City (8000)
List of Official Email Addresses to Access the Monitoring Form

<table>
<thead>
<tr>
<th>No.</th>
<th>Division</th>
<th>Name of School/Office</th>
<th>Name of Reclass In-charge/Official</th>
<th>Designation</th>
<th>Official Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Davao City</td>
<td>Davao City National HS</td>
<td></td>
<td>Reclass In-Charge</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Davao City National HS</td>
<td></td>
<td>Principal</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>School Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>School Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>School Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Division Office Proper</td>
<td></td>
<td>Reclass In-Charge</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Division Office Proper</td>
<td></td>
<td>HRMO</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Division Office Proper</td>
<td></td>
<td>AO V (Admin)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Division Office Proper</td>
<td></td>
<td>SGOD</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Division Office Proper</td>
<td></td>
<td>ASDS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Division Office Proper</td>
<td></td>
<td>SDS</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
- Please encode the list of official email addresses at google link: bit.ly/R11ReclassMF
- Personnel and Official allowed to access and update the Monitoring Form:
  - School Level - 2 (1 School Reclassification of Position In-charge and 1 Principal)
  - Division Level - 6 (1 SDO Reclassification of Position In-charge, 1 HRMO, 1 AO V-Admin, 1 SGOD Chief, 1 ASDS and 1 SDS)