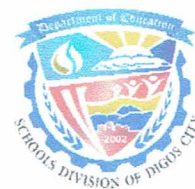




Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**DIVISION MEMORANDUM**  
No. 1178, s. 2019

**December 27, 2019**


**WORKSHOP ON RECLASSIFICATION OF POSITIONS - SMALL  
GROUP DISCUSSION**

To: **ALELI M. CHIONG**  
Administrative Officer IV


1. Pursuant to the unnumbered Memorandum issued on December 10, 2019 by Evelyn R. Fetalvero, CESO V, Assistant Regional Director, Officer-In-Charge of the Office of the Regional Director, Department of Education, Region XI Office, Davao City, you are hereby directed to attend the **"WORKSHOP ON RECLASSIFICATION OF POSITIONS - SMALL GROUP DISCUSSION"** on **January 3, 2020** at the Waling Waling Hall, DepEd Region XI Office, Torres Street, Davao City.
2. All travel and other incidental expenses related to the attendance of the above activity shall be charged to local funds, subject to the usual accounting rules and regulations.
3. For immediate dissemination and strict compliance.

**CRISTY C. EPE, CESE**  
Schools Division Superintendent

For and in the absence of the  
Schools Division Superintendent

  
**BEVERLY S. DAUGDAUG, Ed.D.**  
Chief Education Supervisor-CID  
Officer-In-Charge

DepEd Schools Division of Digos City  
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50263  
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Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION XI**  
 Davao City



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 Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph  
 Website: www.depedroxi.ph

**MEMORANDUM**

To : Schools Division Superintendents/OIC-SDSs  
 This Region

Subject: WORKSHOPS ON RECLASSIFICATION OF POSITIONS – NEW  
 SCHEDULES

Date : December 10, 2019

Schools Division Office  
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 DATE: DEC 26 2019 TIME: 2:54 PM  
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Please be informed that the schedule for the conduct of series of workshops on *Reclassification of Positions* will be rescheduled on the following dates, due to conflict of activities:

Activity/ Venue	Original Schedule	New Schedule	Participants
1. <b>Small Group Discussion/ Workshop</b>  Waling-Waling Hall, DepEd RO XI	December 12, 2019 (8:00 a.m. – 5:00 p.m.)	<b>January 3, 2020</b> (8:00 a.m. - 5:00 p.m.)	<ul style="list-style-type: none"> <li>• SDO: In-charge on the processing of reclassification of position (1 pax per SDO)</li> <li>• RO: CAO, TCE II, HRMO III</li> </ul>
2. <b>Orientation- Workshop on the Reclassification of Positions FY 2020</b>  Davao City (TBA)	December 19-20, 2019	<b>January 8-9, 2020</b>	<ul style="list-style-type: none"> <li>• SDO: In-charge on the processing of reclassification of position (3 pax per SDO)</li> <li>• RO: CAO, HRMO III, TCE II, AO IV, ADA VI</li> <li>• DBM</li> </ul>

For immediate dissemination and strict compliance.

DEPARTMENT OF EDUCATION ROXI  
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By:

Date: 12-26-19 Time: 3:17

**EVELYN R. FETALVERO, CESO V**  
 Assistant Regional Director  
 Officer-In-Charge  
 Office of the Regional Director

Enclosed: As Stated. 19K - 7005

ROA2/jtg

*Empowerment Adaptability Goal-oriented Leadership Excellence*

Page 1 of 1

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