



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



DIVISION MEMORANDUM
No. 144, s. 2020

February 18, 2020

WORKSHOP ON RECLASSIFICATION OF POSITIONS

TO: ADMINISTRATIVE OFFICER IV (HUMAN RESOURCE MANAGEMENT OFFICER)

1. In preparation for the FY 2020 Reclassification of positions, the Regional Office, Administrative Services Division through the Personnel Section, will conduct series of workshops relative to the reclassification of position in-charge in order to come up with the standardized procedures and pertinent documentary requirements.
2. Anent to this, you are advised to attend the said workshop on February 19, 2020, 8:00 A.M. to 5 P.M. at Waling-Waling Hall, DepEd RO XI.
3. All travel and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
4. For your information and compliance.

CRISTY C. EPE *CC*
Schools Division Superintendent
Office of the Schools Division Superintendent

For and in the absence of the
Schools Division Superintendent

Gueneys O. Oliver III
SOLLIE B. OLIVER III
Chief ES-SCOD
nc

DepEd Schools Division of Digos City
RECORDS SECTION
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DATE: 27 FEB 2020 TIME: 10:32
BY: *fj*

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References:

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



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
 Davao City



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MEMORANDUM

To : Schools Division Superintendents/ OIC-SDSs
 Chief of Division – Administrative Services Division

Subject: **WORKSHOPS ON RECLASSIFICATION OF POSITIONS**

Date : February 10, 2020

In preparation for the FY 2020 Reclassification of positions, the Administrative Services Division through the Personnel Section will conduct series of workshops relative to the reclassification of position in-charge in order to come up with standardized procedures and pertinent documentary requirements.

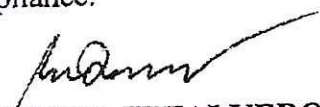
Anent to this, the following personnel are hereby directed to attend on the following activities and schedules, to wit:

Activity	Participants
1. Small Group Discussion/Workshop February 19, 2020 (8:00 a.m. – 5:00 p.m.) Waling-Waling Hall, DepEd RO XI	<ul style="list-style-type: none"> • SDO: In-charge on the processing of reclassification of position (1 pax per SDO) • RO: CAO, TCE II, HRMO III
2. Orientation-Workshop on the Reclassification of Positions FY 2020 February 26, 2020 (8:00 a.m. – 5:00 p.m.) Waling-Waling Hall, DepEd RO XI	<ul style="list-style-type: none"> • SDO: In-charge on the processing of reclassification of position (3 pax per SDO) • RO: CAO, HRMO III, TCE II, AO IV, ADA VI • DBM

All travel and other incidental expenses of the participants shall be charged to local funds, while board and lodging shall be charged against ASD RO funds, subject to the usual accounting rules and regulations.

For immediate dissemination and strict compliance.

DEPARTMENT OF EDUCATION - RO XI
 PERSONNEL SECTION
RELEASED


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

ROA2/jtg

Empowerment Adaptability Goal-oriented Leadership Excellence

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