

Republic of the Philippines

Department of Education region xi schools division of digos city

DIVISION MEMORANDUM No. 253, s. 2021

April 30, 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





Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002 **Telephone No:** (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines

Department of Education

DAVAO REGION

Office of the Regional Director

MEMORANDUM

To

Assistant Regional Director

Schools Division Superintendents/ OIC-SDSs

Regional Chief of Division - ASD

DepEd Schools Division of Digos Chi RECORDS SECTION

Subject:

MONITORING OF THE SUBMISSION OF APPLICATION FOR

RECLASSIFICATION OF POSITION DOCUMENTS

Date:

April 19, 2021

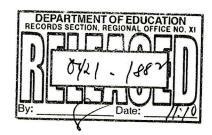
Pursuant to the DepEd Regional Memorandum No. 17, s, 2021 relative to the Strengthening the Implementation of the Reclassification of Positions in DepEd Region XI and in order to monitor and validate the submission of proposed reclassification items from Schools to SDOs and RO, this Regional Office hereby 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.

Enclosed: As Stated.

ROA2/jtg







Enclosure No. 1

List of Official Email Addresses to Access the Monitoring Form

| No. | Division | Name of School/ Office | Name of Reclass In-charge/ Official | Designation | Official Email Address |
|-----|------------|------------------------|--|-------------------|------------------------|
| 1. | Davao City | Davao City National HS | | Reclass In-Charge | |
| | | Davao City National HS | | Principal | |
| | | School Name | | | |
| | | School Name | | | |
| | | School Name | | | |
| | | | | | |
| | | | | | |
| | | Division Office Proper | | Reclass In-Charge | |
| | | Division Office Proper | | HRMO | |
| | | Division Office Proper | | AO V (Admin) | |
| | | Division Office Proper | | SGOD | |
| | | Division Office Proper | | ASDS | |
| | | Division Office Proper | | SDS | |

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)