



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

SDS



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 City
RECORDS SECTION
RECEIVED 70790
DATE: 4/29/2021 TIME: 1:56 pm
BY: *[Signature]*

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 G. FARNAZO
Director IV

Enclosed: As Stated.

ROA2/jtg

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. XI
RELEASED
0721-1882
By: *[Signature]* Date: 4/19/21



Address: F. Torres St., Davao City (8000)



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)