



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

Office of the Schools Division Superintendent

April 22, 2025

DIVISION MEMORANDUM

SGOD-2025-229

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
Public School Heads
Public School Teachers

Subject: **CORRIGENDUM TO DM-OUHROD-2025-0317**

This is in reference to Regional Memorandum HRDD-2025-0084 dated April 3, 2025, signed by Allan G. Farnazo, Director IV, re: **Nomination to the Asian Institute of Management's Post Graduate Certificate in Management for Education Leaders Training Program**. Contents are self-explanatory.

Relevant details and other information are found in the enclosures.

For queries, email hrddneappro11@gmail.com.

Immediate dissemination of this Memorandum is directed.

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
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DATE: APR 23 2025 TIME: 2:00pm
BY: _____

Enclosed: As stated.
SGOD/jsa



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170
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Republic of the Philippines
Department of Education
DAVAO REGION

Schools Division Office - Davao City
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April 3, 2025

REGIONAL MEMORANDUM
HRDD-2025-084

CORRIGENDUM TO DM-OUHROD-2025-0317

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to DM-OUHROD-2025-0317 titled Nomination to the Asian Institute of Management's Post Graduate Certificate in Management for Education Leaders Training Program. Contents are self-explanatory.
2. Relevant details and other information are found in the enclosures.
3. For queries, email hrddneapro11@gmail.com.
4. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROH3/glv

DEPARTMENT OF EDUCATION - DAVA
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By: [Signature] Date: APR 08, 2025
Total: 1



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

ADVISORY

28 March 2025

3-1 MAR 2025 Times 48 970 8:40

This is in reference to the Memorandum **DM-OUHROD-2025-0317** or the *Nomination to the Asian Institute of Management's Post Graduate Certificate in Management for Education Leaders Training Program*.

To provide wider coverage and further clarification for the program, please be advised of the following details:

1. The program is strictly intended for permanent, contractual, or co-terminus **non-teaching and selected related-teaching personnel** holding **Salary Grade (SG) Level 15 and up position**, preferably performing as a unit head/officer-in-charge/supervising officer in DepEd for at least one (1) year or **has high potential to be an education leader**. Please refer to **Annex A** for the list of eligible positions.
2. **Travel expenses and board and lodging** of participants **shall be charged against the participant's office funds** in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations.
3. **Participants must arrange their own accommodations**. AIM also offers possible accommodation on campus with a minimal fee. Specific details for the reservation of accommodation from AIM, together with the instructions on the access of their Learning Management System (LMS) and other administrative arrangements shall be provided by AIM through an email to be sent to selected participants.

For any concerns or clarifications, kindly contact the Bureau of Human Resource and Organizational Development - Human Resource Development Division (BHROD-HRDD) at (02) 8470-6630 or through email at bhrod.hrrdd@deped.gov.ph:

For Central Office - **Ms. Riza May Fortunato**

For Regional and Schools Division Office - **Mr. Siljohn Rey Salazar**

For your information and appropriate action.

WILFREDO E. CABRAL

Undersecretary

Human Resource and Organizational Development



Room 102 Rizal Building, DepEd Complex, Marikina Ave., Pasig City 1600
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ANNEX A

LIST OF ELIGIBLE POSITIONS TO APPLY FOR THE PGC MEL

Salary Grade Level	Related-Teaching	Non-Teaching Personnel
15	Teacher Credentials Evaluator II	Administrative Officer IV Agriculturist II College Librarian II Computer Programmer II Creative Arts Specialist II Human Resource Management Officer II Internal Auditor II Librarian II Nurse I Nutritionist-Dietitian II Planning Officer II Project Development Officer II Registrar II Security Officer II Senior Administrative Assistant III Special Investigator II Statistician II
16	Education Program Specialist II	Accountant II Attorney I Engineer II Guidance Services Specialist I Information Systems Analyst II Nurse II Technical Education and Skills Development Specialist II
17	-----	Computer Maintenance Technologist III Dentist II Executive Assistant II Information Systems Researcher III
18	-----	Administrative Officer V Attorney II Computer Programmer III Guidance Services Specialist II Health Education and Promotion Officer III Internal Auditor III Medical Officer II Nutritionist-Dietitian III Planning Officer III Project Development Officer III Senior Administrative Assistant V Special Investigator III Statistician III
19	Senior Education Program Specialist Senior Science Research Specialist	Accountant III Architect III Engineer III Information Systems Analyst III Information Technology Officer I

[BHRD/HRDD/L&D Unit]

Salary Grade Level	Related-Teaching	Non-Teaching Personnel
20	-----	Dentist III Executive Assistant III
21	-----	Attorney III Medical Officer III
22	Education Program Supervisor Supervising Education Program Specialist Public Schools District Supervisor	Accountant IV Assistant Teacher's Camp Superintendent Department Legislative Liaison Specialist Engineer IV Executive Assistant IV Information Technology Officer II Internal Auditor IV Planning Officer IV Project Development Officer IV Security Officer IV Supervising Administrative Officer Supervising Health Program Officer Vocational School Administrator I
23	-----	Attorney IV Medical Officer IV Vocational School Administrator II
24	Chief Education Program Specialist Chief Education Supervisor	Chief Accountant Chief Administrative Officer Chief Health Program Officer Engineer V Executive Assistant V Information Technology Officer III Internal Auditor V Planning Officer V Project Development Officer V Teachers' Camp Superintendent Vocational School Administrator III
25 and up	All are eligible to apply for the said program	

[BUREAU HRDD/L&D Unit]

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