



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-298

To : DANICA L. ACEDILLA, Administrative Officer II
MA. BERNADETTE V. PAGAYON, Administrative Officer II
ELEORA CECILIA F. GUNDAYA, Administrative Officer II
SUSHMITA SARAH JOY L. LAGARE, Administrative Officer II
ALJUN JAY A. LOMA, Administrative Officer II
JAY-AR S. IGLESIAS, Administrative Officer II
JUVY A. CARDINES, Administrative Officer II
MARY SOL S. ROSALITA, Administrative Officer II
ELJANE G. CASONO, Administrative Officer II
GLORY JENE A. MAGDADARO, Administrative Officer II
ALL OTHERS CONCERNED

Subject : Request for Selected Administrative Officer IIs to Render Duty in the
Division Office – HR Section

Date : October 7, 2025

In reference to Regional Memorandum No. AD-2025-135 dated September 9, 2025, titled "Dissemination of Memorandum on the Commencement of Reclassification of Teaching and School Principal Positions," this Office deems it necessary to augment personnel support in the Human Resource Section to ensure the timely completion and submission of deliverables required by the Regional Office.

In line with this, you are hereby requested to report for duty at the Division Office – HR Section on October 8-22, 2025, to assist in the pre-assessment of reclassification documents and other related tasks.

The Duties and Responsibilities to be performed by the requested personnel are attached herewith for reference and guidance.

Immediate and widest dissemination of this Memorandum is directed.

For and in the absence of the
Schools Division Superintendent
MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Assistant Schools Division Superintendent

DepEd Schools Division Office - Digos City
RECEIVED
DATE: OCT 07 2025
TIME: 1:00 PM

Enclosure: As stated.

OSDS/ADMIN /HR/dbc



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

STRATEGIES IN THE PRE-ASSESSMENT OF RECLASSIFICATION DOCUMENTS

Steps for Assessors – Input & Validation for IER

1. Personal Information (From Online Application)

- Retrieve and input the following details from the online application:
 - Full Address (*verify using the Personal Data Sheet - PDS*)
 - Age
 - Gender
 - Civil Status
 - Religion
 - Ethnicity
 - Disability (if any)
 - Email Address
 - Mobile Number

2. Scholastic Record (From ECAV Attachments)

- Check and validate the applicant’s educational background using the **ECAV (Evaluation of Credentials and Academic Verification)** attachments.
- Input validated education information into the IER:
 - Highest educational attainment
 - Course/Degree earned

3. Work Experience

- Validate government work experience using the **Service Record**.
- Validate private work experience using the **Certificate of Employment**.
- Input details into the IER:
 - Position/s held
 - Agency/Company
 - Duration of employment (inclusive dates)
 - Relevant experience to the position applied for

4. Trainings Attended

- Review the **list of trainings** submitted by the applicant.
- Cross-check each listed training with the **actual certificate/s** attached.
- Input into the List:
 - Title of training
 - Duration (number of hours)
 - Date/s of training
 - Conducting agency

5. Performance Rating (IPCRF)

- Use the **innovated IPCRF (Individual Performance Commitment and Review Form) template checker** to assess performance.
- Verify whether the applicant meets the required **performance rating** for the position.
- Input:
 - **Ratings for each performance indicator** for up to **three performance cycles** (if available) in the innovated IPCRF checking form
 - Indicate if the performance requirement is **met** or **not met**

NOTE:

- **526 application documents (target)**

562

- Each assessor has to check a maximum of 8 folders per day.
- 2 AO II per district a total of 10 AO II who will help in the assessment of documents

LIST OF ADMINISTRATIVE OFFICER II

DIGOS ORIENTAL DISTRICT

1. Danica Acedilla
2. Maria Bernadette Pagayon

DIGOS OCCIDENTAL DISTRICT

1. Eleora Gundaya
2. Sushmita Lagare

MT. APO DISTRICT

1. Aljun Jay Loma
2. Jay-ar Iglesias

DIGOS SOUTH DISTRICT

1. Juvy Cardines
2. Mary Sol Rosalita

SECONDARY

1. Eljane Casono
2. Glory Jene Magdadaro

- 4 HR personnel will assess the remaining application documents for the 42 vacated items.


Prepared by:


MYHRRRA FAYE L. BALINGIT
 Administrative Officer IV

Noted by:


FRANCIS JUDE D. ALCOMENDRAS
 Administrative Officer V

Approved by:


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