



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-377

To : 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
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 : November 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 November 10-21, 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.


MELANIE P. ESTACIO, Ph.D, CESO VI
Schools Division Superintendent

NOV 07 2025

DepEd Schools Division of Digos City
RECORDS SECTION

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DATE: NOV 07 2025 TIME: 2:41P
BY: 

Enclosure: As stated.

OSDS/ADMIN / HR/dbc



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