



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-157

To : SUSHMITA SARAH JOY L. LAGARE, Administrative Officer II

Subject : COMPLIANCE OF SUSHMITA SARAH JOY L. LAGARE,
ADMINISTRATIVE OFFICER II, WITH REGIONAL MEMORANDUM
AD-2025-169

Date : November 20, 2025

Pursuant to Regional Memorandum AD-2025-169 dated November 17, 2025, the Regional Office requests the extension of services of selected members of the Technical Working Group for the Evaluation of Reclassification of Position Documents.

In line with this, Sushmita Sarah Joy L. Lagare, Administrative Officer II, is hereby directed to report to the DepEd Regional Office XI to extend her services from November 18–21, 2025 for the continuation of the evaluation activities related to Batch 5 Position Reclassification Documents.

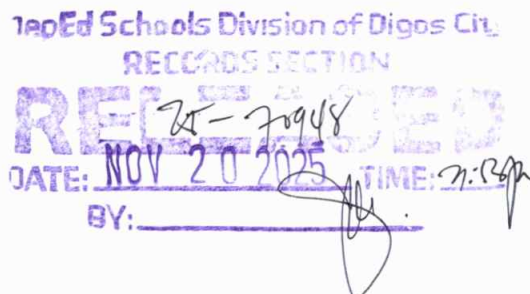
Travel and other incidental expenses shall be charged against local funds or other available funds subject to the usual accounting and auditing rules and regulations, while meals and accommodation shall be shouldered by the Regional Office, consistent with the provisions of the aforementioned memorandum.

Immediate dissemination of this memorandum is desired.

For and in the absence of the
Schools Division Superintendent

BEVERLY S. DAUGDAUG, Ed.D.
Chief – Curriculum Implementation Division
Officer-In-Charge

Enclosure: As stated.



OSDS/ADMIN/HR/dbc



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Republic of the Philippines
Department of Education
DAVAO REGION

November 17, 2025

REGIONAL MEMORANDUM
AD-2025-169

REQUEST FOR EXTENSION OF SERVICES FOR SELECTED TECHNICAL
WORKING GROUP FOR EVALUATION OF RECLASSIFICATION
OF POSITION DOCUMENTS - BATCH 5

To: Schools Division Superintendents
Davao Occidental, Davao de Oro, Davao del Sur, Digos City, Mati City
Davao City, Davao Oriental, Davao del Norte, IGACOS, & Panabo Divisions
Chief Administrative Officer - AD

1. In view of the Regional Memoranda AD-2025-142, 148, 157 and 162, relative to the Technical Working Group for Evaluation of Reclassification of Position Documents, and in the exigency of the service, the following personnel are hereby requested to extend services at the Regional Office from **November 18-21, 2025**:

Name	Designation	Office
Sarrah May N. Orellanida	AO II	Davao City
Meah Fe D. Molina	AO II	Davao de Oro
Teofilo P. Pinote, Jr.	Clerk II	Davao del Sur
Mary Jane D. Cabrera	AO II	Davao del Norte
Marivic S. Baco	AO II	Davao del Norte
Miljun D. Ruelan	AO II	Davao Oriental
Carlo P. Maybuena	AO II	Davao Oriental
Maricel N. Maluenda	ADAS III	Davao Occidental
✓ Sushmita Sarah Joy L. Lagare	AO II	✓ Digos City
Cynthgrace L. Dinampo	AO II	IGACOS
Loisa S. Dalisay	AO II	IGACOS
Jocelyn G. Mag-aso	ADAS III	Mati City
John Oslee F. Bawi-in	ADAS III	Panabo City

2. Meals and accommodation expenses shall be charged to Regional Office Funds, while travel and other expenses shall be charged to local funds, subject to the existing budgeting, accounting and auditing rules and regulations.

3. For information and compliance.

DEPARTMENT OF EDUCATION RO2
RECORDS SECTION

RELEASED

ALLAN G. FARNAZO
Director IV

Enclosed: As stated.
ROA2/jtg

Date: Nov. 19, 2025

Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph

