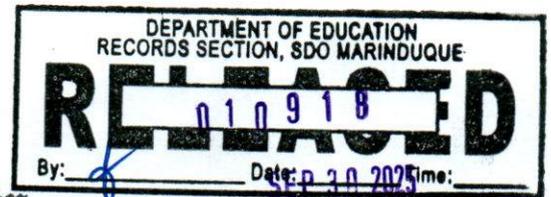




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Public Schools District Supervisors
School Heads, Elementary/Integrated/Secondary Schools

FROM:  /v
LYNN G. MENDOZA, EdD ✓
OIC-Schools Division Superintendent

SUBJECT: INITIAL EVALUATION OF DOCUMENTS FOR RECLASSIFICATION OF TEACHING POSITIONS

DATE: September 29, 2025

1. The Schools Division of Marinduque through the Administrative Services Unit-Personnel Section shall conduct an initial evaluation of documents of reclassification of teaching and school administration positions.
2. This aims to fast-track the initial evaluation of documents of reclassification of teaching and school administration positions.
3. The following Administrative Officer II are requested to report to the Division Office – Personnel Unit on the specified dates:
 - a. May Lanie Jalos – Boac North District
 - b. Marianne De Castro – Boac North District
 - c. Rose Ann Historillo – Boac South District
 - d. Chester Marie ~~Historillo~~ Boac South District
 - e. Mary Jane Malacas – Buenavista District
 - f. Mary Rose Morera – Buenavista District
 - g. Sheila Grace Mirones – Gasan District
 - h. Ana Marie Malelang – Gasan District
 - i. Maryrose M. Pajanustan – Mogpog District
 - j. Analyn M. Opis – Mogpog District
 - k. Shiela Marie Flor – Santa Cruz East District
 - l. Emmabelle Malimata – Santa Cruz East District
 - m. Angelica Mujar – Santa Cruz North District
 - n. Jehza Macalood – Santa Cruz North District
 - o. Arvin Gillado – Torrijos District



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p. Precious Olympia – Torrijos District

4. Initial evaluation will be done starting September 30, 2025 until all applications were evaluated.
5. Immediate dissemination and compliance with the contents of this Memorandum is desired.