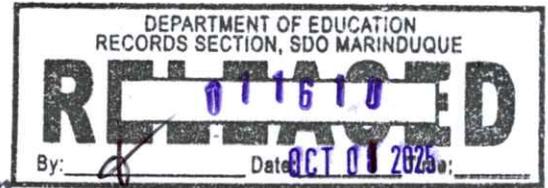




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

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

FROM: 
LYNN G. MENDOZA, EdD 4
OIC-Schools Division Superintendent

SUBJECT: INITIAL EVALUATION OF DOCUMENTS FOR RECLASSIFICATION OF TEACHING POSITIONS

DATE: October 01, 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. Angel Joan Marasigan – Boac North District
 - b. Sarah Jane Tejones – Boac North District
 - c. Anthony Macutong – Boac South District
 - d. Donna Retardo – Boac South District
 - e. Shiela Maling – Buenavista District
 - f. Irish Naling – Buenavista District
 - g. Yna Marmol – Buenavista District
 - h. Carl Lustre – Buenavista District
 - i. Vina Mortel – Gasan District
 - j. Leziel Jardeleza – Gasan District
 - k. Maricris Raz – Santa Cruz North District
 - l. Michelle Zulueta – Santa Cruz North District
 - m. Jeduthun Ethan Valdez – Torrijos District



Address: Malusak, Boac, Marinduque
Email: marinduque@deped.gov.ph
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Facebook Page: DepEd Marinduque

4. Initial evaluation will be done starting October 02, 2025 until all applications were evaluated.

5. Immediate dissemination and compliance with the contents of this Memorandum is desired.