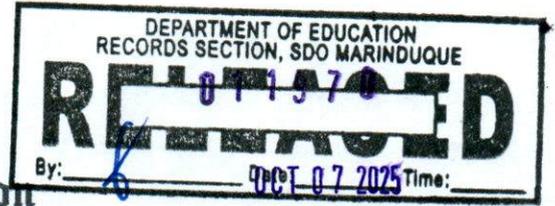




Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

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

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

**SUBJECT: INITIAL EVALUATION OF DOCUMENTS FOR RECLASSIFICATION OF TEACHING POSITIONS**

**DATE:** October 06, 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. Christel Diane H. Del Mundo
  - b. Ricabelle Labog
  - c. Precious Labog
  - d. Jhoren Cardenas
  - e. Alexis Sotta
4. Initial evaluation will be done starting October 07, 2025 until all applications were evaluated.
5. Immediate dissemination and compliance with the contents of this Memorandum is desired.



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