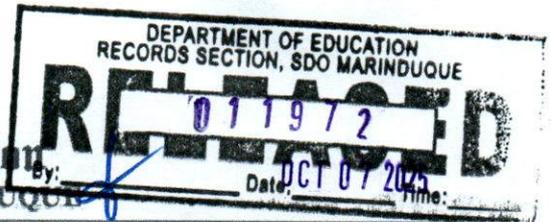




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



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. Clarissa Paclibar – Gasan District
 - b. Almira Motol – Gasan District
 - c. Romilyn Mayores – Buenavista District
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.

