

Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

DIVISION ADVISORY

May 06, 2026

*In compliance with DepEd Order No 8, s. 2013, title
Policy Guidelines on Regulating the Issuance of DepEd Advisories
This Advisory is issued not for endorsement per DO No. 28, s. 2001 but only for the
information of DepEd Officials, employees/ staff as well as the concerned public.*

In view of Division Memorandum OSDS-PS-2026-012 titled "**Submission of Pertinent Documents for Reclassification of Positions for School Principal and Teaching Positions in the Schools Division of Marinduque**", dated April 16, 2026, it has been observed that some IPCRF documents uploaded in the link: <https://tinyurl.com/2026-RECLASSIFICATION> were submitted without the required signatures of the ratee, rater, and approver. Please be reminded that only duly signed IPCRFs will be accepted.


Additionally, some Personal Data Sheets (PDS) were signed by a Barangay Captain instead of a notary public. Please note that these documents may not be included in the pool of applicants for reclassification.

Concerned applicants are advised to ensure that all required documents are complete and properly signed before uploading their application documents to avoid the need for revisions.

Applicants are not required to resubmit their documents. Instead, they may simply revise and edit their existing submissions. Applicants who applied online will receive an email notification and may edit or revise their submission through the reply email from the Personnel Section.

If the applicant for reclassification needs to re-upload a previously submitted file, they may request deletion of the current uploaded file through a formal letter addressed to the Chairman of the HRMPSB, Dr. Mabel F. Musa.

The system will remain open for revisions until May 18, 2026, at 5:00 PM only.


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