



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

10 Jun 2025

**DIVISION MEMORANDUM**

OSDS-2025-076

**DEADLINE OF SUBMISSION OF REQUIREMENTS FOR APPOINTMENT OF THE  
RECLASSIFIED TEACHING AND SCHOOL ADMINISTRATION PERSONNEL**

To: Reclassified Teaching and School Administration Personnel  
All Others Concerned

1. In relation to Division Memorandum No.082, s.2025, titled "Approved Reclassification of School Administration and Teaching Positions through Equivalent Record Form (ERF), the reclassified teaching and school administration personnel are advised to submit to the Personnel Unit the documentary requirements for appointment per Municipality as outlined below:

Municipality	Submission Deadline
Alabel	June 13, 2025
Malungon	June 16, 2025
Glan	June 17, 2025
Malapatan & Maasim	June 18, 2025
Kiamba and Maitum	June 19, 2025

2. All concerned personnel are advised to observe and strictly follow the above-mentioned schedule. Concerned personnel who fail to comply with their assigned schedule shall not be accommodated.

3. For inquiries, contact Mr. Roel D. Balbareno at 09773941073.

4. Widest dissemination of this Memorandum is desired.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

FORMS

PROMOTION

RDB/OSDS-PU/MLA – deadline of submission of requirements for appointment  
of the reclassified teaching and school administration personnel  
0492/June 10, 2025