Republic of the Philippines

Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

15 Sep 2025

DIVISION MEMORANDUM
No.   **143**   ,   s.   2025

ORIENTATION ON THE RECLASSIFICATION GUIDELINES

TO: Assistant Schools Division Superintendent
       Administrative Officers II
       All Others Concerned

1.   To ensure proper guidance on the submission process and to address possible clarifications on the commencement of reclassification of teaching and school principal positions pursuant to DepEd Order 024, s. 2025, a face-to-face meeting with all School Administrative Officers, together with the Division HRMPSB, will be conducted on September 17-19, 2025 at the SDO conference room. Enclosed is the meeting schedule per municipality.

2.   Travel and other incidental expenses incurred by the Administrative Officers II to attend the face-to-face meeting shall be charged to local funds subject to standard accounting and auditing rules and regulations.

3.   Immediate and widest dissemination of this Memorandum is desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: N o n e
To be indicated in the Perpetual Index
       under the following subjects:

       ORIENTATION

Roel D. Balbareno/OSDS/DM – orientation on the reclassification guidelines
0858/September 15, 2025

In-Person Meeting with School Administrative Officers II
SDO Conference

Municipality	Schedule
Alabel	September 17, 2025 (8:00am-12:00 pm)
Glan	September 17, 2025 (1:00pm-5:00 pm)
Kiamba and Maitum	September 18, 2025 (1:00pm-5:00 pm)
Malungon	September 19, 2025 (8:00am-12:00 pm)
Malapatan and Maasim	September 19, 2025 (1:00pm-5:00 pm)

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