



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-108

To: **JENNY A. DORIA**
Administrative Officer II

Subject: **FINALIZATION OF RECLASSIFICATION OF QUALIFIED PERSONNEL TO
SCHOOL PRINCIPAL I POSITION**

Date: June 23, 2025

In view of the urgent compliance requirements, you are hereby directed to assist in the finalization of the reclassification of qualified personnel to School Principal I at the Division Office from June 24 to 25, 2025. These activities are necessary for the timely submission of the required documents to the DepEd Regional Office on or before June 25, 2025.

Any expenses that may be incurred in relation to this activity shall be subject to the availability of funds and in accordance with existing government accounting and auditing rules and regulations. Please secure the necessary travel authority and documentation prior to reporting.

For your guidance and compliance.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:

ROSALINDA N. DIONIO
Administrative Officer V



Address: Mankilam, Tagum City, Davao del Norte
Telephone Number: (084) 823 5170
Email Address: depeddavnor.sdo@deped.gov.ph
Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte