



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

*Office of the Schools Division Superintendent*

**DIVISION MEMORANDUM**

No. OSDS-0242

To: Assistant Schools Division Superintendent  
Public Schools Division Superintendent

Subject: **REQUEST TO SERVE AS TECHNICAL WORKING GROUP IN  
CHECKING THE RECLASSIFICATION OF POSITION SUBMITTED  
DOCUMENTS**


Date: December 22, 2025

1. In view of the releasing of Appointments under Reclassification through the Expanded Career Progression, and in the exigency of service, you are hereby requested to extend services to the Division Office on December 22, 2025 to serve as Technical Working Group in checking the submitted documents:

NAME	POSITION	STATION
1. Lyndee M. Sagaral	Administrative Officer II	Asuncion District
2. Eddie Mar Orcullo	Administrative Officer II	Asuncion District
3. Aljielen D. Roferos	Administrative Officer II	New Corella District
4. Rene Rose Durban	Administrative Officer II	New Corella District
5. Roma Q. Berja	Administrative Officer II	B.E. Dujali District
6. Mary Jane Cabrera	Administrative Officer II	B.E. Dujali District
7. Jean Rose N. Valiente	Administrative Officer II	Carmen District
8. Janiza Serdan	Administrative Officer II	Carmen District

2. Transportation expenses incurred in the participation to the event are chargeable against School MOOE subject to the usual accounting rules and regulations.
3. In participating in the different programs and activities, the Equal Opportunities Principle (EOP) shall be observed at all times where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliations.
4. For your guidance and compliance.



  
**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

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request to serve as technical working group in checking the reclassification of position submitted documents