DIVISION MEMORANDUM
No. 1178, s. 2019

WORKSHOP ON RECLASSIFICATION OF POSITIONS - SMALL GROUP DISCUSSION

To: ALELI M. CHIONG
Administrative Officer IV

1. Pursuant to the unnumbered Memorandum issued on December 10, 2019 by Evelyn R. Fetalvero, CESO V, Assistant Regional Director, Officer-In-Charge of the Office of the Regional Director, Department of Education, Region XI Office, Davao City, you are hereby directed to attend the "WORKSHOP ON RECLASSIFICATION OF POSITIONS - SMALL GROUP DISCUSSION" on January 3, 2020 at the Waling Waling Hall, DepEd Region XI Office, Torres Street, Davao City.

2. All travel and other incidental expenses related to the attendance of the above activity shall be charged to local funds, subject to the usual accounting rules and regulations.

3. For immediate dissemination and strict compliance.

CRISTY C. EPE, CESE-
Schools Division Superintendent

[Signature]

BEVERLY S. DUAUDAU, Ed.D.
Chief Education Supervisor CID
Officer-In-Charge

[Signature]
MEMORANDUM

To: Schools Division Superintendents/OIC-SDSs  
This Region

Subject: WORKSHOPS ON RECLASSIFICATION OF POSITIONS – NEW SCHEDULES

Date: December 10, 2019

Please be informed that the schedule for the conduct of series of workshops on Reclassification of Positions will be rescheduled on the following dates, due to conflict of activities:

<table>
<thead>
<tr>
<th>Activity/ Venue</th>
<th>Original Schedule</th>
<th>New Schedule</th>
<th>Participants</th>
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</table>
| 1. Small Group Discussion/ Workshop | December 12, 2019 (8:00 a.m. - 5:00 p.m.) | January 3, 2020 (8:00 a.m. - 5:00 p.m.) | • SDO: In-charge on the processing of reclassification of position (1 pax per SDO)  
• RO: CAO, TCE II, HRMO III |
| Waling-Waling Hall, DepEd RO XI | | | |

2. Orientation-Workshop on the Reclassification of Positions FY 2020  
Davao City (TBA)  
December 19-20, 2019  
January 8-9, 2020  
• SDO: In-charge on the processing of reclassification of position (3 pax per SDO)  
• RO: CAO, HRMO III, TCE II, AO IV, ADAVI  
• DBM

For immediate dissemination and strict compliance.

EVELYN R. FETALVERO, CESO V  
Assistant Regional Director  
Officer-In-Charge  
Office of the Regional Director

Enclosed: As Stated.

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Document Number: ROXI-114  
Version Number: 2.0  
Revision Number: 0  
Date of Effectivity: July 15, 2019