DIVISION MEMORANDUM
No. 144, s. 2020

February 18, 2020

WORKSHOP ON RECLASSIFICATION OF POSITIONS

TO: ADMINISTRATIVE OFFICER IV (HUMAN RESOURCE MANAGEMENT OFFICER)

1. In preparation for the FY 2020 Reclassification of positions, the Regional Office, Administrative Services Division through the Personnel Section, will conduct series of workshops relative to the reclassification of position in-charge in order to come up with the standardized procedures and pertinent documentary requirements.

2. Anent to this, you are advised to attend the said workshop on February 19, 2020, 8:00 A.M. to 5 P.M. at Waling-Waling Hall, DepEd RO XI.

3. All travel and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

4. For your information and compliance.

CRISTY C. EPE
Schools Division Superintendent
Office of the Schools Division Superintendent

For and in the absence of the
Schools Division Superintendent

RECORDS SECTION
RELEASED
DATE: 27 FEB 2020  TIME: 10:32

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

PERSONNEL SECTION
MEMORANDUM

To: Schools Division Superintendents/ OIC-SDSs
   Chief of Division – Administrative Services Division

Subject: WORKSHOPS ON RECLASSIFICATION OF POSITIONS

Date: February 10, 2020

In preparation for the FY 2020 Reclassification of positions, the Administrative Services Division through the Personnel Section will conduct series of workshops relative to the reclassification of position in-charge in order to come up with standardized procedures and pertinent documentary requirements.

Annex to this, the following personnel are hereby directed to attend on the following activities and schedules, to wit:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Participants</th>
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<tbody>
<tr>
<td>1. Small Group Discussion/Workshop</td>
<td>• SDO: In-charge on the processing of</td>
</tr>
<tr>
<td>February 19, 2020 (8:00 a.m. – 5:00 p.m.)</td>
<td>reclassification of position (1 pax per SDO)</td>
</tr>
<tr>
<td>Waling-Waling Hall, DepEd RO XI</td>
<td>• RO: CAO, TCE II, HRMO III</td>
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<tr>
<td>2. Orientation Workshop on the</td>
<td>• SDO: In-charge on the processing of</td>
</tr>
<tr>
<td>Reclassification of Positions FY 2020</td>
<td>reclassification of position (3 pax per SDO)</td>
</tr>
<tr>
<td>February 26, 2020 (8:00 a.m. – 5:00 p.m.)</td>
<td>• RO: CAO, HRMO III, TCE II, AO IV, ADAVI</td>
</tr>
<tr>
<td>Waling-Waling Hall, DepEd RO XI</td>
<td>• DBM</td>
</tr>
</tbody>
</table>

All travel and other incidental expenses of the participants shall be charged to local funds, while board and lodging shall be charged against ASD RO funds, subject to the usual accounting rules and regulations.

For immediate dissemination and strict compliance,

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