



Republic of the Philippines

Department of Education

Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0049

To : **CARMINA D. RETES**, Administrative Officer II

Subject: **REQUEST FOR INCLUSION IN THE TECHNICAL WORKING GROUP
FOR EVALUATION OF RECLASSIFICATION OF POSITION
DOCUMENTS AT THE REGIONAL OFFICE**

Date : April 2, 2025

Attached is the Regional Memorandum No. AD-2025-053 dated March 31, 2025 re: Request for Inclusion in the Technical Working Group for Evaluation of Reclassification of Position Documents at the Regional Office.

In line with this, you are hereby requested to be part of the Technical Working Group on the Regional Office to evaluate the reclassification documents on April 2-4, 2025 at the Administrative Division, Regional Office XI, Davao City.

Meals and accommodation expenses shall be charged to Regional Office Funds, while travel and other expenses shall be charged to the Division MOOE/Local Funds, subject to the usual accounting and auditing rules and regulations.

For information and compliance.


JINKY B. BIRMAN PhD, CESO VI
 Schools Division Superintendent ✓

RELEASED

APR 03 2025

RECORDS SECTION, SDO PANABO CITY
BY 

Enclosed: as stated
OSDS/reg



Schools Division Office of Panabo City
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
Tel. Nos. (084)823 1469, (084) 628 4066
Email: panabocity.division@deped.gov.ph

March 31, 2025

REGIONAL MEMORANDUM
AD-2025-053

**REQUEST FOR INCLUSION IN THE TECHNICAL WORKING GROUP FOR
EVALUATION OF RECLASSIFICATION OF POSITION DOCUMENTS
AT THE REGIONAL OFFICE**

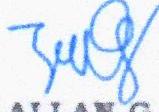
To: Schools Division Superintendents
*Davao City, Panabo City, Davao de Oro
and Island Garden City of Samal Divisions*
Chief Administrative Officer - AD

1. In the exigency of the service and in view of Memorandum DM-OUHROD-2025-0541 relative to the guidelines on the utilization of lumpsum for reclassification of positions for 1st quarter of FY 2025, this Office hereby requests the following personnel to be part of the Technical Working Group on the Regional Office to evaluate the reclassification documents on April 2-4, 2025 at the Administrative Division, Regional Office XI:

Name	Designation	Office/Division
Carmina D. Retes	Administrative Officer II	Panabo City
Sarrah May N. Orellanida	Administrative Assistant III	Davao City
Joahnna A. Chua	Administrative Officer IV/ HRMO	IGACOS
Ana O. Cerbo	Administrative Officer II	Davao de Oro
Genamie G. Solitario	Teacher Credentials Evaluator II	AD, RO XI

2. Meals and accommodation expenses shall be charged to Regional Office Funds, while travel and other expenses shall be charged to local funds, subject to the existing budgeting, accounting and auditing rules and regulations.

3. For information and compliance.


Digitally signed by
Farnazo Allan Gabriel
Date: 2025.04.01
13:15:10 +08'00'
ALLAN G. FARNAZO
Director IV

Enclosed: As stated.

ROA2/jtg