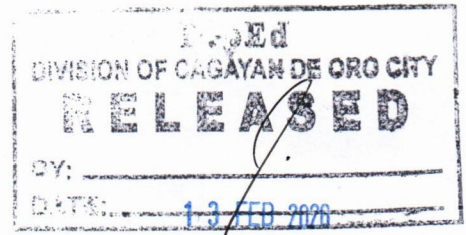




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

30 Jan 2026

DIVISION MEMORANDUM

No. 164 s.2026

Processing of Appointment for Reclassified Positions

TO: Assistant Schools Division Superintendent
Public Schools District Supervisor
Elementary and Secondary School heads
All Guidance Counselor
All Concerned
This Division

1. This memorandum formally designates the following personnel to facilitate the processing of appointments for all reclassified positions. This activity will be centralized at the Division Office - Personnel Section to ensure compliance with staffing standards and budget circulars.
2. Designated Personnel
The following staff members are tasked with the evaluation, documentation, and encoding of these appointments:

Beatriz G. Alilin

Kurt Celica Bacas

Efren Facun

Kharol Yamomo

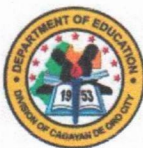
Ma. Jo-Ian Rose Chatto

Angela Vincent Corrales

Scope of Work

To ensure the reclassification process is legally and administratively sound, the team will focus on:

Document Validation: Reviewing the reclassification approvals.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@depd.gov.ph
Website: <https://depdcdco.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	1 of 2



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

Appointment Preparation: Generating CS Form No. 33-A (Appointment Form) for the reclassified titles.

Duration: Saturdays of January 2026 – March 2026

Location

All operations for this task shall be conducted within the Division Office - Personnel Section.

3. All personnel concerned shall be entitled to Compensatory Time Credit per CSC and DBM Joint circular No. 2 s 2004 on non-monetary remuneration for Overtime service rendered, specific attention on Section 5.
4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
5. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

DM070-OSDS-PS-AVC / DIVISION MEMORANDUM HRIS
February 12, 2026



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	2 of 2