



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

DEPARTMENT OF EDUCATION
DIVISION OF DAVAO DE ORO
RECORDS SECTION

RELEASED

By: [Signature]
Date: 11-06-25 Time: 8:34am

Office of the Schools Division
Superintendent

November 5, 2025

DIVISION MEMORANDUM
OASDS - 2025 **1551**

**SUBMISSION OF CORRECTED DOCUMENTS FOR APPLICATION FOR
RECLASSIFICATION OF ITEMS**

TO: Assistant Schools Division Superintendent
Public Schools Dist. Supervisors (PSDS)/Dist. Coordinating Principals (DCP)
Elementary and Secondary School Administrators
Technical Working Group (TWG) for the Reclassification of Items

1. In connection with the preparation of documents for the reclassification of items submitted on October 21, 2025, it has been noted that there are those that have to be returned to the respective district offices for correction within the week. However, the supposedly corrected documents are not yet returned to the division office until this time. This causes delay in the preparation of Plantilla Allocation List (PAL), Comparative Assessment Result for Expanded Reclassification (CAREER) and other pertinent documents to be set by the division for submission to the regional office.
2. In line with this, this Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB) hereby announces that the deadline for the submission of the corrected documents shall be on November 6, 2025. Failure to submit on the set deadline of the corrected documents of applicants concerned would mean exclusion in the list of Batch 1 applications to be submitted to the regional office.
3. All District Heads are enjoined to direct their respective HRMO- Sub Committee, HRMPSB Sub Committee and Technical Working Group (TWG) and concerned administrative officers (AOs) to expedite the submission of such corrected documents. Information on the documents for correction and resubmission is coursed by the division through the respective district administrative officers.
4. For your information, guidance and compliance.

PHOEBE GAY L. REFAMONTE, CESO VI
Schools Division Superintendent [Signature]



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Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	1 of 1