



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON PROVINCE
Sorsogon

November 4, 2025

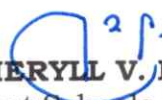
Division Memorandum
No. 330, s. 2025

**Deployment of Additional Administrative Officer II for Reclassification
Document Processing**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors/ Division Coordinators
Public Schools District Supervisors/ OIC-PSDSs
Public Elementary and Secondary School Heads
All Other Concerned

1. To ensure the timely and efficient preparation and processing of reclassification documents, the Division Office shall require **two (2) Administrative Officer II** per district to report to Division HR Office.
2. The Public Schools District Supervisors (PSDSs) are hereby directed to identify and recommend the Administrative Officers II for deployment preferably members of the secretariat committee during the comparative assessment for reclass.
3. The deployment period is scheduled for **November 5-7, 2025**, during which the identified personnel shall: Assist in the organization, validation, and processing of reclassification documents; Ensure completeness, accuracy, and compliance with applicable guidelines.
4. PSDSs are requested to submit the names of the recommended Administrative Officers II **on or before November 4, 2025, to Atty. Allana Erica D. Cortes, Administrative Officer IV.**
5. This initiative is aligned with the Division's commitment to support career progression and personnel movement in accordance with existing policies and standards.
6. Travel expenses of herein participants shall be charged against their local funds/ school MOOE. All expenses are subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this memorandum is desired.

BY THE AUTHORITY OF THE SDS


CHERYLL V. BERMUDO, CESE
Assistant Schools Division Superintendent

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