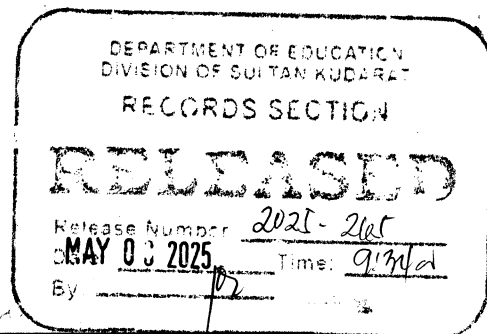




Republic of the Philippines  
**Department of Education**  
REGION XII  
DIVISION OF SULTAN KUDARAT



May 4, 2025

OFFICE MEMORANDUM  
OSDS No. **44** s. 2025

**RECONSTITUTION OF THE DIVISION COMMITTEE ON RECLASSIFICATION  
OF SCHOOL HEAD AND VARIOUS TEACHING POSITIONS**

To: Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Other Concerned Personnel  
This Division

1. Pursuant to the guidelines for reclassification of positions in the Department of Education, and in compliance with DBM BC 2018-3 and DepEd Order No. 97, s. 2011 or the Revised Guidelines on the Allocation and Reclassification of School Head Positions, this Office reconstitutes the Division Reclassification Committee for teaching and school head positions.

2. The reconstituted members of the Reclassification Committee shall be composed of the following:

| Name                          | Position   | Designation      |
|-------------------------------|------------|------------------|
| Meilrose B. Peralta EdD, CESE | ASDS       | Chairperson      |
| Ismael M. Ambalgan            | Chief- CID | Vice Chairperson |
| Mary Grace B. Leysa           | EPS        | Member           |
| Josevic F. Hurtada            | EPS        | Member           |
| Arnulfo D. Dinero             | EPS        | Member           |
| Rodolfo B. Bermudo Jr.        | EPS        | Member           |
| Ronald F. Ramirez             | EPS        | Member           |
| Rowena Jessette S. Villa      | HRMO III   | Member           |
| Mae Ann A. Beton              | ADAS II    | Secretariat      |
| Jecca Mae Joy E. Besona       | ADAS II    | Secretariat      |

3. The Reclassification Committee shall do the following functions and responsibilities:

- Conduct interviews and administer written and/or oral examinations for applicants (for School Head and/or Master Teacher only).
- Evaluate submitted documents in accordance with the criteria outlined in the DepEd Order.
- Provide recommendations to the appointing authority based on the evaluation of documents and the results of the interviews.
- Ensure that applicants' qualifications comply with all relevant laws, regulations, and internal policies.

MPF/OSDS/ **Reconstitution of the Division Committee on Reclassification of School Head and Various Teaching Positions**/May 4, 2025



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**Department of Education**

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4. This Office Memorandum takes effect immediately and may only be revoked or rescinded by the Head of the Agency.
5. For the guidance of all concerned.

**CRISPIN A. SOLIVEN JR., CESE**  
Schools Division Superintendent

Encl/s.: N/A

References: As stated

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

**COMMITTEE**

**RECLASSIFICATION**

**RECONSTITUTION**

MPF/OSDS/ **Reconstitution of the Division Committee on Reclassification of School Head and Various Teaching Positions**/May 4, 2025



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