

July 1, 2019


DIVISION MEMORANDUM

No. 373, s. 2019

**ORIENTATION ON THE AVAILMENT OF RECLASSIFICATION OF POSITIONS  
AND RANKING OF THE DIFFERENT TEACHING POSITIONS**

To: Assistant Schools Division Superintendents  
Division Personnel Selection Board (PSB)  
Division Personnel Section  
Division Sub- Selection Committee for Elementary  
Personnel Selection Board of Cluster Secondary Schools

1. In consonance with the drive of the Office to upgrade the positions of deserving employees, this Office informs the field of the conduct of an orientation on the Availment of Reclassification of Positions and Ranking of the Different Teaching Positions on Monday, July 15, 2019, 8:00 a.m. – 5:00 p.m. at the Pavilion of DepEd Ecotech Center.
2. Participants are the members of the Division Personnel Selection Board and its Secretariat, Division Sub-Selection Committee for the Elementary, and Personnel Selection Board of the Cluster Secondary Schools/Implementing Schools.
3. Relative to this, Public Schools District Supervisors are tasked to create and submit a list to ASDS Cartesa Perico not later than July 9, 2019 of Personnel Selection Board (PSB) for the Cluster of Secondary Schools which is composed of the following:  
Chairman: School Head of Implementing School  
Members: Four (4) School Heads of the schools whose plantilla items belong to the Implementing School  
Note: If the number of school heads will not reach the required number of members, Master Teachers or Senior Teachers can be added to the members of the committee. If there are implementing schools with no annexes, the members can be the department heads or Senior Teachers of their own.
4. Expenses which include meals, materials, venue, transportation of Public Schools District Supervisors and other incidental expenses are charged to Division MOOE while transportation of the participants shall be taken from the School MOOE subject to the guidelines of the accounting and auditing rules and regulations.
5. This will serve as Authority to Travel among the expected participants.
6. Immediate dissemination of this Memorandum is desired.

  
**RHEA MARA ANGTUD, Ed. D. CESO VI**  
Schools Division Superintendent