



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

March 30, 2026

**Division Memorandum**

No. **136** s. 2026

**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, efficient, and accurate processing of reclassification documents** for teaching and school principal positions pursuant to **DepEd Order No. 024, s. 2025 (Expanded Career Progression System), Batch 3**, the Schools Division of Sorsogon Province shall deploy **additional Administrative Officer II** to assist the Division Personnel Section.
2. The deployment shall cover the processing of reclassification documents for **Teaching and School Principal Positions (Batch 3)** and shall be conducted on **April 13–17, 2026** at the **Bulwagan ng Karunungan, DepEd SDO Sorsogon Building, Balogo Complex, Sorsogon City**.
3. Each municipality shall have two (2) Administrative Officer II assigned for deployment. The list of designated personnel is attached as Enclosure, which forms an integral part of this Memorandum.
4. Public Schools District Supervisors (PSDSs) are hereby directed to ensure that the designated Administrative Officer II strictly report to the Division Office during the deployment period and perform the following functions:
  - a. Assist in the organization, sorting, and validation of reclassification documents;
  - b. Ensure the completeness, accuracy, and compliance of documents with the guidelines under DepEd Order No. 024, s. 2025;
  - c. Support the Division Human Resource Office in the review, consolidation, and



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- tracking of reclassification submissions; and  
d. Perform other related tasks necessary to facilitate the efficient processing of reclassification applications.
5. All deployed personnel shall strictly observe existing policies, data privacy provisions, and prescribed procedural requirements throughout the duration of their deployment.
6. Travel and incidental expenses of the herein deployed personnel shall be charged against their respective **local funds or school MOOE**, subject to the usual accounting and auditing rules and regulations.
7. **This Memorandum shall also serve as the approved Travel Order** of the herein designated Administrative Officer II for the duration of their deployment on **April 13-17, 2026**.
8. Immediate and wide dissemination of this Memorandum is desired.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent *JL*



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MUNICIPALITY	NAME
BARCELONA	Queency F. Amados
	Michael Ron Francis Dimaano
BULAN	John Ezra G. Vargas
	Ma. Shaira B. Dellosa
BULUSAN	Victoria Clyde C. Tabuena
	Janine L. Losuegro
CASIGURAN	Julie H. Hayagan
	Jessa Barbara C. Doloiras
CASTILLA	Mary Grace A. Penetrante
	Veronica D. Santoluis
DONSOL	Maria Kristine B. Baloy
	Al Francis C. Alim
GUBAT	John Paul D. Figueras
	Joana R. Doctor
IROSIN	Marygrace F. Gabion
	Rosalyn L. Ocampo
JUBAN	Jose M. Guipe, Jr.
	Arvin Paul M. Griarte
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