



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

OFFICE MEMORANDUM

OSDS/SGOD/CID-2025-50

TO : CONCERN NON-TEACHING PERSONNEL

**SUBJECT : REITERATION OF THE OFFICE MEMORANDUM FOR THE
DIVISION TEAM/TWG FOR FINAL REVIEW AND
PREPARATION OF INDIVIDUAL PAL FOR RECLASSIFICATION
OF POSITIONS**

DATE : October 30, 2025

This serves as a directive for the **continuation of the preparation of Reclassification Position Folders** for both **teachers and school administrators** in the Division. All identified non-teaching and previously assigned personnel are expected to sustain their ongoing work on the preparation of Platilla Allocation List, printing of current PSIPOP, printing of updated Service Records, authenticates photocopies, reviews, validates and compilation of required documents in line with the SDO Bohol's reclassification process. Coordination with the HR Section and other concerned units shall be maintained to ensure completeness and accuracy of completion and likewise submissions.

To facilitate this and to cope up the deadline to the Regional Office on or before November 7, 2025, considering the volume of applicants for the said reclassification, the following personnel in the attached list are hereby constituted as members of the Division Assessment Team/Technical Working Group and advised to report to Mr. Fermin M. Albutra/Mrs. Judith S. Apale at the SDO HR Office starting November 3-7, 2025 at 8:00 a.m. and allowed to render overtime until 9:00 O'clock in the evening for the said purpose.

Meals, snacks and travelling expenses incurred in this activity are chargeable against the division MOOE Fund subject to the accounting and auditing rules and procedures.

All concerned are enjoined to extend their full cooperation to the team to ensure the timely and efficient completion of the assessment process.

This memorandum served as **Travel Order**.

For compliance.


FAY C. LUAREZ EdD, PhD.TM, CESO VI
Schools Division Superintendent

FCL/ECO/fma



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**LIST OF PERSONNEL TO COMPOSE THE DIVISION TEAM FOR REVIEW AND PREPARE
THE ADDITIONAL REQUIRED DOCUMENTS FOR THE RECLASSIFICATION OF
POSITIONS**

1. ALBUTRA, FERMIN M.
2. APALE, JUDITH S. APALE
3. FOSTANES, NICANORA GRETLI S.
4. BUGA, MARIE ESTELA T.
5. SATURINAS, FLORLY C.
6. TAMBIS, DOROTHY JOY A.
7. BASTES, MAY D.
8. SALAMANCA, MARK ANGELO S.
9. POTANE, MARK CYRIL G.
10. FERNIZ, NERIAM O.
11. INGCOG, HANNAH LYN E.
12. ROLLIN, MARITES G.
13. SOLIVA, KAREN C.
14. PAJO, ALDRIN M.
15. ROBLES, WILLIAM M.
16. DIOLA, KARYLL P.
17. MILLABANGCO, ROWENA B.
18. GARSUTA, GEPSIE Y.
19. DAQUIO, GRACE M.
20. NOGALADA, ULYSSES R.
21. SALGADOS, MIGUILITA WILMA R.
22. HONTUCAN, JOSE ALVIN S.
23. CABUNOC, JOAN S.
24. PON, MICHELLE C.
25. RENEGADO, CARL NIÑO R.
26. POLINAR, JASMINE L.
27. JUMAWID, JESSYL.
28. SAGRARIO, EVA D.
29. ESPINA, ALMA C
30. LAURON, MARILOU S
31. DAYON, PETA B
32. TORREJOS, MARIA RENA M.
33. LASAY, MARIA JOSEFA B
34. DIGAMON, MA TERMA E
35. QUIDLAT, FRITZIE H
36. LAGRADA, HENGIE H.
37. FULLANTE, JERSON G
38. PLAZA, MARICEL H
39. MAQUIISO, ROSELYN R
40. ROBLES, WILLIAM M.