



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

**Office of the Schools
Division Superintendent**

OFFICE MEMORANDUM
OSDS/CID/SGOD-2025-46

TO : CONCERN NON-TEACHING PERSONNEL

**SUBJECT : DIVISION TEAM FOR FINAL REVIEW AND PREPARATION OF
INDIVIDUAL PAL FOR RECLASSIFICATION OF POSITIONS**

DATE : October 24, 2025

In view of the implementation of the **Expanded Career Progression** and pursuant to the directive to submit to the Regional Office the individual folder for all qualified applicants for reclassification of position which is set on or before **October 30, 2025**.

To facilitate this and to cope up the deadline, a **Division Team** is hereby created to conduct the **assessment of individual personnel folders and prepare the Plantilla Allocation List (PAL)** and ensure that all requirements and documentary evidence are properly reviewed and validated.

The following personnel in the attached list are hereby designated as members of the Division Assessment Team and advised to report to Mr. Fermin M. Albutra/Mrs. Judith S. Apale at the SDO HR Office starting Monday, October 27–31, 2025 at 8:00 a.m. until 9:00 pm 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. BUGA, MARIE ESTELA T.
2. SATURINAS, FLORLY C.
3. TAMBIS, DOROTHY JOY A.
4. BASTES, MAY D.
5. SALAMANCA, MARK ANGELO S.
6. QULIT, MYDE L.
7. CENTINO, MARISSA A.
8. SOLIVA, KAREN C.
9. PAJO, ALDRIN M.
10. ROBLES, WILLIAM M.
11. DIOLA, KARYLL P.
12. MILLABANGCO, ROWENA B.
13. GARSUTA, GEPSIE Y.
14. DAQUIO, GRACE M.
15. MUNDOC, RECKY L.
16. GALAN, REYRUSTY B.
17. NOGALADA, ULYSSES R.
18. SALGADOS, MIGUILITA WILMA R.
19. HONTUCAN, JOSE ALVIN S.
20. CABUNOC, JOAN S.
21. PON, MICHELLE C.
22. RENEGADO, CARL NIÑO R.
23. POLINAR, JASMIN
24. JUMAWID, JESSYL
25. ESPINA, ALMA
26. LAURON, MALOU
27. LASAY, JOY
28. POTANE, MARK CYRIL
29. EVA SAGARIO
30. ROLLIN, MARITES G.