



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City

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July 10, 2023

**DIVISION MEMORANDUM**

No. 318, s. 2023

**REMINDER ON THE DEADLINE OF SUBMISSION OF REQUESTS FOR RECLASSIFICATION OF POSITION FOR CALENDAR YEAR (CY) 2023**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors, SGOD & CID  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Attached is **Regional Memorandum No. 491, s. 2023** titled “**Reminder on the Deadline of Submission of Requests for Reclassification of Position for Calendar Year (CY) 2023**”.
2. Immediate dissemination of this Memorandum is desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Reference: None

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

CONVERSION

POSITION

RECLASSIFICATION

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Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS

**REGIONAL MEMORANDUM**


No. 491 s. 2023

JUL 06 2023

**REMINDER ON THE DEADLINE OF SUBMISSION OF REQUESTS FOR RECLASSIFICATION OF POSITIONS FOR CALENDAR YEAR (CY) 2023**

To: Schools Division Superintendents  
All Others Concerned

1. This is to remind the Schools Division Offices of the deadline for submission of the request for reclassification of positions from Teacher to Master Teacher, Schools Heads and implementation of approved ERF on July 15, 2023. However, taking into consideration that July 15, 2023 falls on a Saturday, this Office will still accept documents on the next working day - July 17, 2023.
2. For information and compliance.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Ref.: None

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

CONVERSION          POSITION          RECLASSIFICATION



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