



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF CAPIZ

---

**DIVISION MEMORANDUM**  
No. 248s. 2026

15 JUN 2026

**CHANGE IN DIVISION MEMORANDUM NO. 216, S. 2026 TITLED SUBMISSION  
OF APPLICATION FOR RECLASSIFICATION OF TEACHING AND SCHOOL  
PRINCIPAL POSITIONS FOR FISCAL YEAR (FY) 2026**

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

1. In reference to Division Memorandum No. 216, s. 2026 titled Submission of Application for Reclassification of Teaching and School Principal Positions for Fiscal Year (FY) 2026, please be informed that the deadline is extended to **June 30, 2026**, instead of June 15, 2026.
2. The schedule and timeline of activities may be modified by the District Subcommittee, as necessary, subject to prevailing circumstances and with proper coordination with the Division Human Resource Merit Promotion and Selection Board (HRMPSB).
3. All other provisions of the aforementioned Memorandum shall remain in effect.
4. Immediate dissemination of this Memorandum is desired.

  
**ROEL F. BERMEJO**  
Schools Division Superintendent

Encl.: None  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES                      RANKING



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph  
**Website:** <http://depedcapiz.ph>