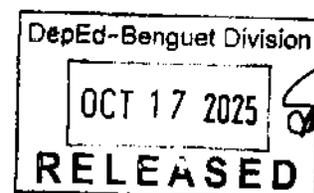




Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet



October 17, 2025

**DIVISION MEMORANDUM**

No. 474 s. 2025

**REVIEW AND VALIDATION OF THE SUBMITTED RECLASSIFICATION APPLICATIONS FOR TEACHING AND SCHOOL PRINCIPAL POSITIONS IN ACCORDANCE WITH DEPED ORDER NO. 024, S. 2025**

**TO:** Public Schools District Supervisors/In-charge  
Elementary and Secondary School heads  
Administrative Officer II  
All Others Concerned

1. In view of Regional Memorandum No. 669, s. 2025, on the dissemination of DM-OUHROD-2025-2505, titled "Commencement of Reclassification of Teaching and School Principal Positions Pursuant to DepEd Order No. 024, s. 2025," applications shall be processed on a **first-come, first-served basis** upon the receipt of complete documentary requirements.
2. To ensure timely compliance and facilitate the early submission of Reclass documents, the Division Office enjoins each **District to assign two (2) Administrative Officer II** personnel to assist in the review and validation of submitted reclassification applications at **SDO Benguet (Red Room)** on **October 21-22, 2025**.
3. Participants are required to bring a laptop and an electronic copy (Excel file) of their CAREER.
4. This Memorandum shall also serve as the official Travel Authority for all participants on official business. Travel and other incidental expenses incurred in the performance of this activity shall be charged against school MOOE, local funds, or other available sources, subject to the usual accounting and auditing rules and regulations.
5. Immediate and widest dissemination of this Memorandum is directed.

  
**ESTELA P. LEON-CARIÑO EJD, CESO III**  
Regional Director and  
concurrent Officer-in-Charge  
Office of the Schools Division Superintendent