



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 649, s. 2025

29 SEP 2025

EXTENSION OF SUBMISSION OF RECLASSIFICATION

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
Unit and Section Heads
All Others Concerned

1. This office hereby announces the **new deadline of submission for reclassification – October 3, 2025, 5:00 PM at the SDO Records Unit.**
2. Additionally, the deadline for the submission of Requests for HRMU Documents will be on October 2, 2025, 5:00 PM at the SDO Records Unit.
3. All other provisions stated in the previous memorandum relative to the submission for reclassification shall remain in full force and effect.
4. For information and guidance.

ANSELMO R. ALUDINO
Schools Division Superintendent

By the Authority of the SDS:

ARNEL S. BANDIOLA
Assistant Schools Division Superintendent

Encl.: None
Reference: None
To be included in the Perpetual Index
Under the following subject:

Extended Submission	Deadline Reclassification
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OSDS HRMU JMP/ExtensionofSubmissionforReclassification
0079/September 26, 2025



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