



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**  
No. 406 s. 2025

**September 20, 2025**

**CHANGE OF TIME IN THE CONDUCT OF ONLINE MEETING RE:  
RECLASSIFICATION PROCESS FOR TEACHING AND  
SCHOOL HEAD POSITIONS**

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

1. This Office announces the **change of time** in the conduct of Online Meeting re: Start of the Reclassification Process for Teaching and School Head Positions per Division Memorandum No. 391, s. 2025 from September 22, 2025, 2 PM to **September 22, 2025, 9:30 AM.**
2. All other provisions of Division Memorandum No. 398, s. 2025 shall remain in effect.
3. Immediate and wide dissemination of and compliance with this Memorandum are directed.

**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

Enclosure: As stated  
To be included in the Perpetual Index  
Under the following subjects

ECP  
SYSTEM  
TRAINING

SCHOOLS  
TEACHERS

SO3/hgd  
September 20, 2025