



Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary
Administration & Finance

Direct line: 633-9342
Fax: 631-9640
Trunkline: 632-1361 to 71 Loc 2007/2221
Website: <http://www.deped.gov.ph>

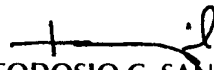
JAN 12 2007

DEPED MEMORANDUM

No. 25, s. 2007

To : **Undersecretaries**
Assistant Directors
Regional Directors
Schools Division/City Superintendents
All Others Concerned

1. Pursuant to RA No. 6758 entitled "*An Act Prescribing a Revised Compensation and Position Classification System in the Government and For Other Purposes*", positions in government have been allocated proper position titles and salary grades in the Index of Occupational Services, Position Titles and Salary Grades.
2. In this connection, officials and employees appointed in the Department of Education are enjoined to use the allocated position titles indicated in their appointments. The use therefore of other position titles (such as Executive Director when the position title is Director III) in all official documents, calling cards, signage, transactions, etc., is not allowed.
3. Likewise, all those hired under contracts of service who are not considered employees of the Department should not use regular position titles like Administrative Officers and Project Development Officers.
4. All previous designation orders inconsistent herewith are deemed revoked.
5. For your guidance and compliance effective immediately.


TEODOSIO C. SANGIL, JR.
Undersecretary
Officer-In-Charge

Reference: None

Allotment: 1—(D.O. 50-97)

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
EMPLOYEES
OFFICIALS