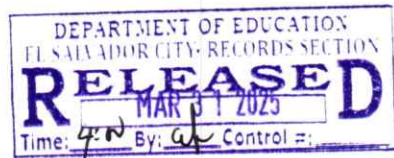




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

March 31, 2025

DIVISION MEMORANDUM

No. 116, s. 2025

ADDENDUM TO DIVISION MEMORANDUM NO. 111 S. 2025

To: Assistant Schools Division Superintendent
SGOD & CID Chiefs
Education Program Supervisors
Planning Officer III
Public & Private Elementary and Secondary School Heads
Administrative Officer II
Project Development Officer I
Division Office Personnel-Validators
All Others Concerned
This Division

1. Regarding Division Memorandum 111 s. 2025, this is to inform the field of the following additional details;

Activities	Date	Focal/In-Charge/Participants	Venue
1.Virtual Meeting	April 3, 2025 (1:00-5:00PM)	-Division Validators -School Heads -Administrative Officer II -PDO I	Virtual Link will be provided a day before the orientation
2.Validation Proper	April 21-25, 2025 (8:00-5:00PM)	Division Validators -School Heads -Administrative Officer II -PDO I	Conference Room, 2nd Floor, Diamond Building



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 555-0475
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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2. Meals for the conduct of the 5-day validation shall be charged to the Division Office's MOOE while travelling and related expenses that the participants may incur shall be charge to their school's local funds.
3. This memorandum shall also serve as **Authority to Travel**.
4. This Office adheres to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation;
5. Strict compliance and immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA

Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects
SCHOOL FORMS
REPORTS



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