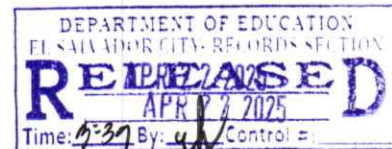




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



April 22, 2025

MEMORANDUM TO:

ELEMENTARY/SECONDARY

**Principals
Head Teachers
School-In-Charge**

In view of the long summer vacation, and the desire of this Office to monitor the attendance of all field officials, all Principals, Head Teachers, School-In-Charge (with sick & vacation leave credits) are required to attend the Flag Ceremony every Monday of the week at 7:45AM Division Office Ground. Meeting will follow to discuss administrative and curriculum matters.

Furthermore. All heads of schools are advised to conduct room to room inspection to check padlock, switches off, and that all electrical devices are unplug to prevent any untoward incident.

For information and compliance.

RANDOLPH B. TORTOLA
Schools Division Superintendent

