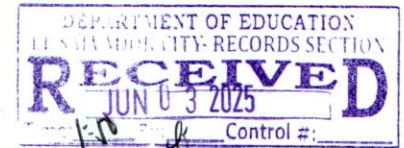




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



May 30, 2025

DIVISION MEMORANDUM
No. 181, s.2025

**POSTPONEMENT OF THE ORIENTATION ON BASIC RECORDS MANAGEMENT
FOR SCHOOL BASED NON-TEACHING PERSONNEL (ADMINISTRATIVE
OFFICER II AND REGISTRAR I)**

To: **Assistant Schools Division Superintendent**
Chief CID, SGOD
Education Program Supervisors
School Based Administrative Officer II
School Registrar I
This Division

1. Regarding Division Memorandum No. 174, s.2025 entitled *Orientation on Basic Records Management for School Based Non- Teaching Personnel (Administrative Officer II and Registrar I)*, this Office informs the participants that the schedule set on June 04, 2025, has been postponed.
2. A separate Memorandum will be issued for the final schedule of the activity.
3. This Division Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. For information, guidance, and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

ORIENTATION RECORDS

OSDS/ERI



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