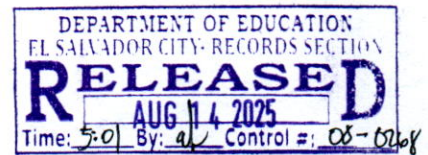




Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

August 14, 2025

DIVISION MEMORANDUM

No. 268, s. 2025

**CONDUCT OF INFORMATION DESSIMINATION
AND MOBILE REGISTRATION**

To: Assistant Schools Division Superintendent
SGOD & CID Chiefs
Elementary School Heads
Secondary School Heads
All Others Concerned
This Division

1. The field is hereby informed to extend full accommodation to personnel from the City Civil Registrar's Office and the Philippine Statistics Office-Regional CRS Mobile Team, who will be visiting schools to conduct information dissemination and facilitate mobile registrations for learners without birth records or whose civil registry documents contain errors that may impede their access to other government services
2. The visit aims to provide the following services:
 - 2.1. Information dissemination and Mobile Registration,
 - a. Provide free birth registration and issuance of PSA Birth Certificate under BRAP
 - b. Legitimation
 - c. Correction of entries in civil registry documents
 - 2.2. On-site mobile services in partnership with the PSA Regional CRS Mobile Team
 - a. Assistance in processing requests and issuance of SECPA/PSA copies of birth certificates for students



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Website: depedelsalvadorcity.net

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3. 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;
4. 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

COLB/Certificate of Live Birth
PSA
Mobile Registration

KBA/SGOD-PLANNING UNIT



Republic of the Philippines
Province of Misamis Oriental
LOCAL GOVERNMENT UNIT
CITY OF EL SALVADOR

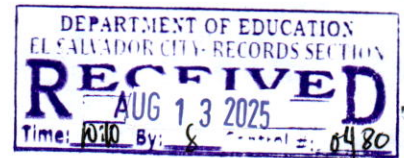


OFFICE OF THE CITY CIVIL REGISTRAR

[Mcityregistrar@elsalvadorcity.gov.ph](mailto:cityregistrar@elsalvadorcity.gov.ph)

August 11, 2025

RANDOLPH B. TORTOLA, Ph. D.
Schools Division Superintendent
Department of Education
El Salvador City Division



Dear **Dr. Tortola**:

Greetings of peace and good governance!

In line with the City Government of El Salvador's vision to empower the citizenry and the El Salvador City Civil Registry Office's commitment to provide accessible civil registration services to the community, we are respectfully seeking your office's support and collaboration for a joint initiative with the Department of Education – El Salvador City Division. This partnership aims to reach schoolchildren and their families through information dissemination and direct access to vital registration services. Specifically, we propose the following services to be offered in coordination with your schools:

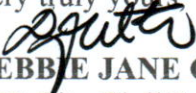
1. **Information dissemination and Mobile Registration on:**
 - Free Birth Registration and Free Issuance of PSA Birth Certificate under BRAP
 - Legitimation
 - Correction of entries in civil registry documents
2. **On-site mobile services in partnership with the PSA Regional CRS Mobile Team, including:**
 - Assistance in processing requests and issuance of SECPA/PSA copies of birth certificates for students

Through this collaboration, we aim to assist students who have no birth records or whose civil registry documents contain errors that may hinder their access to educational and governmental services. This initiative will also promote awareness among parents/guardians about the importance of timely and accurate civil registration.

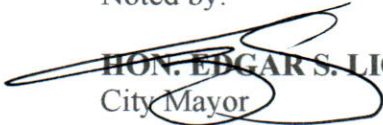
We would be glad to schedule an orientation meeting with your office ~~or~~ designated focal persons to discuss the details of the implementation, school visitations during SPTA Meetings and others and we look forward to your favorable response and to working closely with your office in this meaningful and impactful endeavor.

Thank you very much for your continued support and commitment to public service.

Very truly yours,


DEBBIE JANE C. GATAB, MPA
OIC-City Civil Registrar

Noted by:


HON. EDGAR S. LIGNES
City Mayor

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