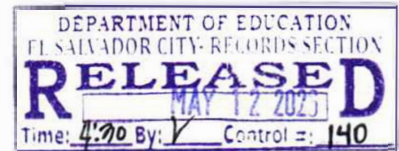




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



12 May 2026

DIVISION MEMORANDUM

No. 140, s. 2026

MANDATORY ATTENDANCE AND OFFICE PREPARATION
FOR PRIME-HRM LEVEL II ONSITE VALIDATION

To: Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. In connection with the scheduled onsite validation visit of the Civil Service Commission Field Office on **May 18, 2026 (Monday)** for the application of this Office for **PRIME-HRM Level II Accreditation**, all personnel are hereby directed to ensure **100% attendance** on the said date.
2. All employees are likewise enjoined to wear the prescribed Monday uniform consisting of **blue upper garment and khaki pants**.
3. Further, on **May 14, 2026 (Thursday)**, a "Pahina" activity shall be conducted to facilitate the general cleaning and preparation of the SDO offices and premises in anticipation of the site visit. All personnel are encouraged to participate and extend their full cooperation to ensure the cleanliness and readiness of the workplace.
4. In view thereof, all previously filed leaves for May 18, 2026 are hereby revoked unless otherwise authorized for meritorious reasons by the Office of the Schools Division Superintendent.
5. All are reminded that this Office adheres to the Equal Employment Opportunity Principle (EEO). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
6. Immediate and wide dissemination of this memorandum is desired.



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

[Redacted]
RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:
PRIME ATTENDANCE



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