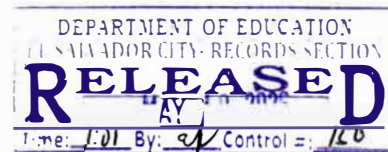




Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



May 15, 2026

DIVISION MEMORANDUM
 NO. 150, s. 2026

UPDATES ON DIVISION MEMORANDUM NO. 142, S.2026 TITLED ORIENTATION SEMINAR ON FILE MANAGEMENT, RECORDS INVENTORY AND CERTIFICATION, AUTHENTICATION AND VERIFICATION CAV PROCESSING

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Administrative Officer V
 Administrative Officer II, School-Based
 Project Development Officer I, School-Based
 School Registrar I
 Records Section Personnel
 This Division

1. Relative to Division Memorandum No. 142, s.2026 titled **Orientation Seminar on File Management, Records Inventory and Certification, Authentication and Verification (CAV) Processing**, the field is hereby informed that the final schedule is on May 28, 2026, 8:00 to 5:00 pm at 2nd Floor Diamond Building, Conference Room, DepEd El Salvador City Division Office.
2. Additional participants of the activity are the Project Development Officer I stationed at the schools.
3. All other provisions stated in Division Memorandum No. 142, s.2026 shall remain in effect.
4. This Office 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.
5. Immediate dissemination of this Memorandum is desired.


RANDOLPH B. TORTOLA
 Schools Division Superintendent

To be indicated in the Perpetual Index
 under the following subjects:

ORIENTATION-SEMINAR

RECORDS MANAGEMENT



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