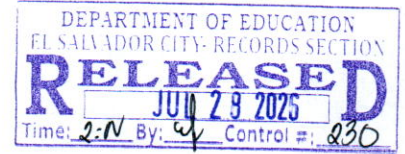




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



July 27, 2026

DIVISION MEMORANDUM
NO. 230, s. 2026

COORDINATION MEETING OF SCHOOL-BASED ADMINISTRATIVE OFFICER II

To: All School-Based Administrative Officer II

1. This Office hereby informs all School-Based Administrative Officer II of the conduct of a Coordination Meeting on July 29, 2026, 9:00 AM, at the Second Floor, Jade Building.
2. The meeting is called to discuss administrative concerns, important updates, and necessary actions relative to office operations, personnel matters, submission of reports, and other matters requiring proper coordination.
3. All concerned Administrative Officer II are directed to attend the said meeting and to come prepared with relevant reports, updates, and concerns for discussion.
4. This Office shall adhere to the Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
5. For information, guidance, and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

ADMINISTRATIVE OFFICER COORDINATION MEETING ADMINISTRATIVE MATTERS

Acctg/mbj



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