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

DEPARTMENT OF EDUCATION
EL SALVADOR CITY RECORDS SECTION
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November 5, 2026

DIVISION MEMORANDUM
No. 365, 2026

CALL FOR NOMINATION AND ELECTION OF OFFICERS OF THE SCHOOLS DIVISION OF EL SALVADOR CITY EMPLOYEES' UNION

To: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Unit and Section Heads
Division Employees
Public Elementary and Secondary School Heads

1. In the interest of promoting employee representation, participatory governance, and strengthened collaboration among personnel, the Schools Division Office of El Salvador City hereby announces the conduct of the **Call for Nomination and Election of Officers of the Schools Division of El Salvador City Employees Union**.

2. All eligible employees are encouraged to participate in the nomination process by identifying and nominating individuals whom they believe possess the integrity, competence, leadership qualities, and commitment necessary to serve the interests and welfare of the employees.

3. The nomination shall be conducted online through Google Forms on **November 11, 2026**. Each employee shall be allowed to nominate **one (1) individual for each position**. The nomination link shall be disseminated through the official communication channels of the Schools Division Office.

Nomination Link: www.tinyurl.com/ELSAUnionNomination

4. Following the nomination process, the official list of nominees who qualify for the respective positions shall be prepared and disseminated to all concerned employees in preparation for the election.

5. The **Election of Officers** shall be conducted on **November 18, 2026**. All eligible employees are enjoined to participate actively in the election and exercise their right to vote in choosing their representatives.

6. All school heads, unit heads, and concerned personnel are requested to disseminate this **Memorandum** and ensure the widest possible participation of employees in both the nomination and election processes.

7. This Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocols of the said activity. Hence, all actions shall be based on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

8. This Office directs immediate dissemination and strict compliance with this Memorandum.

RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the **Perpetual Index**
under the following subject:

Election
Employees
Officials
Union

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