



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 270, s. 2019

To: **PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC SECONDARY SCHOOL HEADS
DIVISION OFFICE PERSONNEL**

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
Assistant Schools Division Superintendent
Officer-In-Charge, Office of the Schools Division Superintendent

Subject: Online Requests Available at the Division Website

Date: October 18, 2019

- The field is hereby informed of the following online requests made available at our Division Website.
 - ✓ Request for Last Payment
 - ✓ Request for Certificate of No Pending Admin Case
 - ✓ Request for Copy of Document from Personnel Records
 - ✓ Request for Pass Slip
 - ✓ Request for Certificate of Employment
 - ✓ Request for Service Record
 - ✓ Request for GSIS BP Number
 - ✓ Request for Updating of Leave/Service Credits
 - ✓ Request for Transfer/Reassignment
 - ✓ Request for Certificate of Remittance
 - ✓ Request for Updating of 201 File
- This may be accessed thru the link: www.depedelsalvadorcity.net. The employee shall select the tab for "Online Request" and select the appropriate button for your request.
- For information and guidance.

Copies Furnished:
Person Concerned
Records Section- Memo

OSDS/ADMIN/ama

ELSA to the future... El Salvador! Excellence @ Leadership • Services • Academics

Tayo
PARA SA
EDUKASYON