



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

20 Apr 2022

DIVISION MEMORANDUM
No. 166, s. 2022

AUTHORITY TO ADMINISTER OATHS

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

1. This is to inform the field that pursuant to the unnumbered memorandum by Atty. Alberto T. Escobarte, CESO III, from the Office of the Assistant Secretary for Legal Affairs, documents requiring oath to be administered shall no longer be signed by the Schools Division Superintendent. Accordingly, all employees who will subscribe and sworn documents such as SALN, Oath of Office and Personal Data Sheet must have it administered and signed by notary public before submission to this Office.
2. All are reminded that this Office adheres to the Equal Opportunity Principle (EOP). 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.
3. This memorandum is for information, guidance and compliance of all employees in this Division.


OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

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

AUTHORITY POLICY



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