



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

29 Jul 2022

DIVISION MEMORANDUM
No. 331, s. 2022

ONLINE FORM FOR QUERIES ADDRESSED TO THE PERSONNEL UNIT

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

1. This is to inform all clients (internal and external) that queries concerning the Personnel Unit shall be in written printed form to be submitted at the Records Receiving Section. For off-site clients, you may drop your query/ies through this online form: <https://tinyurl.com/AskPersonnelUnit>. This is to ensure that there is a single source of reference as to queries to be responded by the Personnel Unit. Queries via personal messenger or sms are discouraged.
2. This Office would like to reiterate that it 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. Immediate compliance of this Memorandum is enjoined.

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

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

POLICY SURVEY



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375
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