



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

Office of the Schools Division Superintendent

25 January 2023

DIVISION MEMORANDUM

No. 035, s. 2023

REVISED SIGNING AUTHORITIES ON NON-FINANCIAL DOCUMENTS

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public/ Private Secondary School Heads
 All others Concerned

1. The field is hereby informed of the revised signing authorities in this Division of non-financial documents to wit:

Reviewed	Recommending Approval	Approval
Education Program Supervisor/Program Holder/ TA Provider	Chief Education Supervisor/Unit Head/Section Head	Assistant Schools Division Superintendent

2. Moreover, this office adheres to the Equal Opportunity Principle (EOP) in observing all policy issuances. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

3. Immediate and wide dissemination of this memorandum is desired.


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

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

SIGNING AUTHORITIES

CID/naa

