



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


27 April 2023

DIVISION MEMORANDUM
No. 201, s. 2023

SUBMISSION OF ENROLMENT LIST FOR SY2022-2023

To: **Assistant Schools Division Superintendent**
Chief CID, SGOD
Education Program Supervisors
All Public Elementary and Secondary Schools
All Private Elementary and Secondary Schools
This Division

1. All public and private elementary and secondary schools are hereby directed to submit the Enrolment List for SY2022-2023 on or before **May 12, 2023**. Kindly submit in soft copy the said list thru email address: records.elsalvadorcity@deped.gov.ph and the hard copy at the Records Unit.
2. Schools are advised to ensure that the names in the list are correct and complete.
3. For your convenience, a template is provided and can be accessed through this link: [bit.ly/template list enrolment SY2022-2023](https://bit.ly/template_list_enrolment_SY2022-2023).
4. This memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. 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.
5. For information, guidance, and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

SUBMISSION RECORDS
OSDS/EMR

