



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

02 Aug 2023

DIVISION MEMORANDUM  
No. 328, s. 2023

**ONLINE REQUEST FOR COPY OF DOCUMENT FROM RECORDS UNIT**

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

1. To ensure that there is a single source of reference as to request for a copy of documents to be processed by the Records Unit, the field is hereby informed that request for copy of document from this Office shall be made available through this online form: <https://bit.ly/template>. The form can also be accessed on our Division Office website under **Online Request >>Request for Copy of Document from Records**.
2. In addition, request for copy of document that contains personal information of the requesting personnel will be provided in printed form and can be claimed at the Records Releasing Unit. However, request for copy of *payslip* and *Income Tax Return (BIR Form No.2316)* shall no longer be accommodated in accordance with Data Privacy Act of 2012. Accordingly, it is advised that employees make recordkeeping of their personal documents.
3. In the case where the requesting personnel is not available to claim the requested document, she/he may authorize a representative and present the following:
  - a. authorization letter;
  - b. photocopy of the government ID of the requesting personnel with affixed signature; and
  - c. photocopy of the valid ID of the representative with affixed signature.
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.

OSDS/EMR



Address: Zone 3, Poblacion, El Salvador City | Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Tel. No. (088) 855-0113 | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)



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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:*

REQUEST

RECORDS

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