



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

Office of the Schools Division Superintendent

16 OCTOBER 2023

DIVISION MEMORANDUM

No. 451 s. 2023

CONDUCT OF SCHOOL-BASED ORIENTATION TO THE NEWLY ELECTED BKD/YES-O OFFICERS FOR S.Y 2023-2024 CUM ADVOCACY ON VAPING/CIGARETTE SMOKING

To: **Assistant Schools Division Superintendent**
Chief, Schools Governance and Operations Division
Chief, Curriculum Implementation Division
Project Development Officer I
Division BKD Coordinator
Nurse II
All Secondary School Heads
All YES-O/BKD Officers
This Division

1. This office, through the Schools Governance Operations Division under Youth Formation Division informs the field on the **Conduct of School-Based Orientation to the Newly Elected BKD and YES-O Officers for S.Y 2023-2024 cum Advocacy on Vaping/Cigarette Smoking**. (See Enclosure 1 for the List of Schedule).
2. This activity aims to provide guidance to the newly-elected officers on their duties and responsibilities and offer ways to start their organization.
3. Moreover, officers are advised to submit their action plan during the schedule of their orientation.
4. Further, this Memorandum shall serve as **Authority to Travel** for the above-mentioned division personnel.
5. This office shall adhere to Equal Opportunity Principle (EOP) in the conduct of this activity. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, ethnicity, gender, marital status, religion and political affiliation.



Address: Zone 3, Poblacion, El Salvador City
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6. For information.


RANDOLPH B. TORTOLA
Schools Division Superintendent


To be indicated in the Perpetual index
Under the following subject:

SGOD/VPLT



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Enclosure 1.

List of Schedule

DATE	SCHOOL	
	AM	PM
October 18, 2023		MOLUGAN NHS
October 19, 2023	COGON NHS	HIMAYA NHS
October 20, 2023	HINIGDAAN NHS	EL SALVADOR CITY NHS
October 24, 2023	TBA	TBA
October 25, 2023	TBA	TBA
October 26, 2023	TBA	TBA

