

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

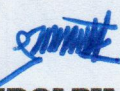
March 04, 2024

DIVISION MEMORANDUM
No. 097, s. 2024

**RE-ORIENTATION IN THE CONDUCT OF ANNUAL
INVENTORY OF RECORDS**

To: **Assistant Schools Division Superintendent**
Section Heads
Section Records In charge
All Others Concerned
This Division

1. To ensure compliance to Deped Memorandum No. 133, s.2016 re: National Inventory of Public Records, the Records Section will conduct a *Re-Orientation in the Conduct of Annual Inventory of Records* on **March 06, 2024**, 1:00 to 5:00 pm at the 2nd Floor Diamond Building, Conference Room, DepEd El Salvador City Division Office.
2. This activity aims to capacitate the participants on how to effectively conduct the Annual Inventory of Records per section and to address the challenges they encountered in conducting inventory of records.
3. The participants of the activity are the section heads and designated records in-charge of each section in the Division Office. Kindly see attached updated List of Designated Section Records In-Charge.
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

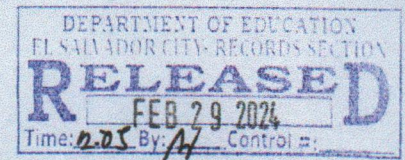
Encl.: As stated
To be indicated in the *Perpetual Index*
under the following subjects:

ORIENTATION RECORDS





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



February 26 2024

OFFICE ORDER
OO-OSDS-2024-008

UPDATED LIST OF DESIGNATED SECTION RECORDS-IN-CHARGE

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

1. This is to designate the following personnel as the *New Section Records-In-Charge*, effective March 01, 2024:

Accounting Section:	Quennie L. Arriego Administrative Assistant II
Alternative Learning System:	Raymund U. Tomarong Teacher I
Bids and Awards Committee (BAC):	Andrei Cris L. Saguin Administrative Assistant III
Budget Section:	Therese Charmaine Y. Estaño Administrative Assistant I
Cashiering Section:	Adrian Gabriel D. Labadan Administrative Assistant III
Learning Resource Management Section:	Emelie G. Yubuco Librarian II
Medical Section:	Vanessa Prores L. Tiad Nurse II



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Office of the Schools
Division Superintendent:

Jon Louis O. Dacoco
Administrative Aide VI

Office of the Assistant Schools
Division Superintendent:

Rheamie C. Magriña
Administrative Aide VI

Personnel Section:

Ruth A. Calubag
Administrative Assistant III

Property and
Supply Section:

Dexter A. Carangcarang
Administrative Aide VI

School Governance
and Operation Division:

Cheriemy D. Generol
Education Program Specialist II

2. As the section records-in-charge, you are expected to perform the following, in addition to the duties and responsibilities in your current position:
 - a. maintain records and files related documents of the unit; and
 - b. conduct records inventory and appraisal, every end of fiscal year.
3. This Office Order 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.
4. 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:*

DESIGNATION RECORDS
