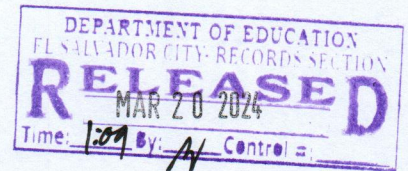




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



March 18, 2024

DIVISION MEMORANDUM
No. 125, s. 2024

SUBMISSION OF SPECIAL ORDER (SO) COPIES

To: **Assistant Schools Division Superintendent**
Chief CID, SGOD
Section Heads
Private Elementary Schools
Private Secondary Schools
All Others Concerns
This Division

1. As one of the objectives of Effective Records Management that is to secure and maintain vital records, this Office directs all private schools to submit scanned copies of all the issued Special Orders (SO).
2. This is to ensure that the Office has a copy of all the Special Orders issued to private schools as these SO is one of the documentary requirements in processing the Certification, Authentication and Verification (CAV) of School Academic Records.
3. Schools shall upload the scanned copies of the SO in this link:
<https://bit.ly/Copies SO Private Schools>
4. For concerns related to this submission, you may visit us at the Records Unit or contact us thru telephone number: (088) 882-6326 and email address: records.elsalvadorcity@deped.gov.ph.
5. 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.



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 882-6326
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

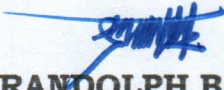
**Transforming Schools,
Forging Partners**





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6. 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 SPECIAL ORDER

OSDS/emr



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