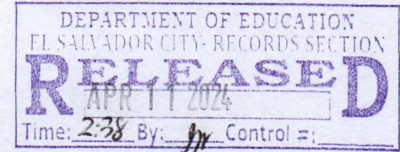




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

11 April 2024


DIVISION MEMORANDUM

No. 149, s. 2024

DESIGNATION OF ALTERNATE LOANS VERIFIER

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
Education Program Supervisors
All Public Elementary & Secondary School Heads
All Section Heads
All Others Concerned
This Division

1. This is to inform the field that this office is designating Ms. Kenneth Angel B. Guillena, Administrative Officer II, as the alternate loans verifier for period March 25, 2024 – May 23, 2024. All requests for Net Take Home Pay (NTHP) verification shall be routed to her and while waiting for the creation of the alternate account by the Employee Accounts Management Division (EAMD) of the Central Office, requests for loans verification shall be sent to verifier.r10.rmacana@deped.gov.ph. for the meantime.
2. All are reminded that **designated AAOs and HRMO shall not recommend the approval of the application for loans without prior confirmation by the designated verifier of this Division.** All are enjoined to refer to DM 180, s. 2020 for the process flows prescribed for this purpose.
3. This Office shall observe the Equal Opportunity Principle (EEOP). Hence, all decisions and actions relative to this matter shall be based solely on the guidelines set forth with no bias/discrimination based on race, ethnicity, sex, age, disability, national origin, religion and/or political affiliation.
4. For information and guidance.


RANDOLPH B. TORTOLA *SM*
Schools Division Superintendent

To be indicated in the Perpetual Index

AUTHORITY PROCEDURE



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

