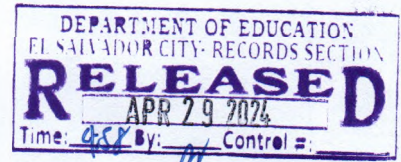




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent


29 April 2024

DIVISION MEMORANDUM
No. 190, s. 2024

**ADDENDUM TO DIVISION MEMORANDUM NO. 149 s. 2024
RE: 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 the Employee Accounts Management Division (EAMD) of the Central Office, has already provided an alternate loans verifier account. Requests for loans verification shall be sent to verifier.r10.kguillena@deped.gov.ph effective May 1, 2024 until May 23, 2024.
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
Schools Division Superintendent

To be indicated in the Perpetual Index

AUTHORITY PROCEDURE



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