

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


December 12, 2024

DIVISION MEMORANDUM  
No. 527, s.2024

**DESIGNATION AS OFFICER-IN-CHARGE**

To: **Assistant Schools Division Superintendent**  
**Chief CID, SGOD**  
**Education Program Supervisors**  
**Section Heads**  
**All Public and Private Elementary Schools**  
**All Public and Private Secondary Schools**  
**All Division Office Personnel**  
**All Others Concerned**  
This Division

1. This is to inform that field that **Mr. JEFFREY M. MARTINEZ**, Administrative Officer V, has been designated as the Officer in charge- Office of the Schools Division Superintendent on December 16-17, 2024, while the undersigned is on official travel at Lanao Del Norte.
2. 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.
3. For information and wide dissemination.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

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

DESIGNATION



Address: Zone 3, Tuburan, Poblacion, El Salvador City  
Telephone Nos.: (088) 882-6326  
Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)  
Website: [depedelsalvadorcity.net](http://depedelsalvadorcity.net)