



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
DIVISION OF BOHOL
City of Tagbilaran



UNNUMBERED MEMORANDUM

TO: DR. CASIANA P. CABERTE
ASDS

MRS. MARINA S. SALAMANCA
ASDS

ATTY. VANESSA HONTUCAN-
QUIJANO
Legal Officer III

DR. DESIDERIO DELIGERO
Chief, SGOD

MR. FERMIN ALBUTRA
Administrative Officer V/HR

Nimfa D. Bongo
FROM: NIMFA D. BONGO, Ed.D, CESO V
Schools Division Superintendent

SUBJECT: AUTHORITY TO SIGN SAL-N

DATE: January 28, 2019

1. In accordance with the Civil Service Commission Memorandum Circular No. 2 series of 2013 on the Guidelines in the filling-out of the SAL-N the undersigned hereby authorizes the following officers in the Division of Bohol to sign the SAL-N forms:
 - 1.1 DR. CASIANA P. CABERTE
 - 1.2 MRS. MARINA S. SALAMANCA
 - 1.3 ATTY. VANESSA HONTUCAN-QUIJANO
 - 1.4 DR. DESIDERIO DELIGERO
 - 1.5 MR. FERMIN ALBUTRA
2. The above designated officers must also ensure that the SAL-N forms are correctly and completely filled-out following the CSC Guidelines.
3. The submission of SAL-N forms shall be by schools; SAL-N incompletely filled are to be returned to their respective schools.
4. All SAL-N must be submitted in three (3) copies to wit:
 - 4.1 Division Copy
 - 4.2 Ombudsman Copy
 - 4.3 Personal Copy/School Copy
5. For Strict Compliance