



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

**Office of the Schools Division Superintendent**

**29 SEPTEMBER 2022**

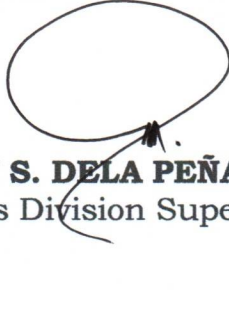
**UNNUMBERED MEMORANDUM:**

To: **ALL ADMINISTRATIVE OFFICER II**  
This Division

FROM: **JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent

SUBJECT: **SUBMISSION OF FIRST APPOINTMENT AND OTHER MODES OF DATA VERIFICATION FOR SERVICE RECORD**

1. In compliance with Executive Order No. 54 dated August 10, 1954, Ordering the Furnishing of Complete Service Records of All Personnel of the Republic of the Philippines to the Government Service Insurance System and in adherence to Republic Act No. 11032 Otherwise Known as The Act Promoting Ease Of Doing Business and Efficient Delivery of Government Services, you are hereby requested to attach the **first appointment** and other modes of data verification for Service Record such as **PSA Birth Certificate**, and/or any **valid Identification Cards (IDs)** reflecting employee's birth date.
2. This shall comply only if the employee's data in the PSIPOP mismatch with the data reflected in the Service Record.
3. Immediate dissemination of this Memorandum to all concerned is enjoined.

  
**JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent

JSD/mce

