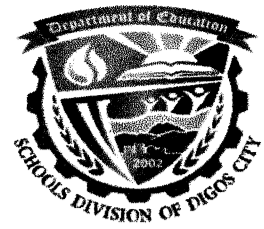




Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**DIVISION MEMORANDUM**

No. 843, s. 2017

October 27, 2017

**ROLL-OUT ACTIVITY ON THE IMPLEMENTATION OF DEPED ORDER NO. 48,  
S. 2017, POLICY AND PROCEDURAL GUIDELINES (PPG) ON THE  
CERTIFICATION, AUTHENTICATION AND VERIFICATION OF  
BASIC EDUCATION SCHOOL RECORDS**

TO: Francis Jude D. Alcomendras – Administrative Officer V  
Myhrra Faye LL. Bontia – Administrative Officer IV  
Helena O. Solon – Administrative Aide VI  
Maria C. Jadloc – Education Program Specialist II  
Elvie E. Timon - Education Program Specialist II

1. Pursuant to the Regional Memorandum No. 279, s. 2017, you are hereby directed to attend the roll-out activity on the implementation of Department Order No. 48, s. 2017 on November 6 – 7, 2017 at the RELC/NEAP XI, E. Quirino Avenue, Davao City.
2. Travel and other incidental expenses relative to the attendance of the said activity shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
3. For compliance.

**WINNIE E. BATOON, Ed. D.**  
Officer-In-Charge  
Office of the Schools Division Superintendent

Schools Division Office of Digos City

**RELEASED**

Date: 02 NOV 2017 Time: 9:48

By:

**RECEIVED** 10658

OCT 2017 Time: 3:27

AV: 2



Republika ng Pilipinas  
KAGAWARAN NG EDUKASYON  
REHIYON XI  
Lungsod ng Dabaw  
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000)

website address: [http:// www.region11.deped.gov.ph](http://www.region11.deped.gov.ph)

Telephone Nos. (GND): 227-1102, 225-8495, 221-9428, 227-0942, 227-8925, 222-0941, 221-1210, 221-9435, 227-9342, 221-9147, 225-0916

September 28, 2017

**REGIONAL MEMORANDUM**  
No. 279 s. 2017

**ROLL-OUT ACTIVITY ON THE IMPLEMENTATION OF DEPED ORDER NO. 48 S. 2017, POLICY AND PROCEDURAL GUIDELINES (PPG) ON THE CERTIFICATION, AUTHENTICATION AND VERIFICATION OF BASIC EDUCATION SCHOOL RECORDS**

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS  
Regional Chief – QAD, Administrative Division,  
CLMD/Librarian

1. This Regional Office, through the Records Section, will hold a Roll-out activity on the revised Policy and Procedural Guidelines (PPG) on the Certification, Authentication and Verification of Basic Education School Records on November 6-7, 2017 at the RELC/NEAP XI, E. Quirino Avenue, Davao City.
2. The said activity aims to discuss:
  - a. Standardized processes and procedures;
  - b. Uniform step by step guidelines;
  - c. Levels of responsibility and accountability across all units and personnel;
  - d. Security measures to eliminate incidence of fraudulent transactions;
  - e. Standard forms to be used by all units and personnel; and
  - f. Measures to monitor and evaluate efficiency and effectivity of the processes and procedures.
3. Participants to this activity are the following:

Office	Identified Participants	No. of Participants
Regional Office	Chief, Administrative Division	1
	Chief, Quality Assurance Division	1
	AOV/Records	1
	AOIV/Personnel	1
	Librarian/CLMD	1
	Regional Office Records Section Staff	5
Division Offices	Private Schools & ALS Coordinator	22
	AOV/Admin Division ✓	11
	AOIV/Records Officer ✓	11
	Division Office Records Unit Staff ✓	11
<b>TOTAL</b>		<b>65</b>

4. Travel and other incidental expenses relative to the attendance of the said activity shall be charged to local funds, subject to the usual accounting and auditing rules and regulation. Breakfast, lunch, dinner and snacks will be served, chargeable against Regional Funds.
5. First meal is lunch on November 6, 2017 and last meal is ~~breakfast~~ on November 8, 2017.
6. Immediate dissemination to all concerned personnel.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO III**  
Regional Director

Reference: Dep Ed Order 48 s. 2017

To be indicated in the Perpetual Index under the following subjects:

AUTHENTICATION  
CERTIFICATION  
LEARNERS  
POLICY


PROCEDURE  
RECORDS  
RULES & REGULATIONS  
SCHOOLS

Adm/Records

ROA6/sylvia

DEPARTMENT OF EDUCATION  
RECORDS SECTION

**RELEASED**

By:   
Date: 10-10-17 Time: 8:05 AM

## **PROGRAM**

**Day 1- November 6, 2017**

**11:00 AM- 6:00 PM**

<b>TIME</b>	<b>ACTIVITY</b>	<b>FACILITATORS</b>
<b>Day 1</b>		
11:00 – 12:00	Arrival of Participants/Registration	
12:00 – 1:30	Lunch	
1:30 – 2:00	Opening Program	
	<ul style="list-style-type: none"> <li>➤ National Anthem</li> <li>➤ Prayer</li> <li>➤ Introduction of Participants</li> <li>➤ Welcome Remark</li> <li>➤ Activity Objectives and Program Matrix</li> <li>➤ Inspirational Message</li> </ul>	<p>Ms. Sylvia A. Guerrero ARD Teresita G. Tambagan Dr. Mariblanca C.P. Piatos</p> <p>Atty. Aiberto T. Escobarte, CESO III Regional Director</p>
2:00 – 2:30	<ul style="list-style-type: none"> <li>➤ Rationale</li> </ul>	Ms. Sylvia A. Guerrero
2:30 – 3:30	<ul style="list-style-type: none"> <li>➤ Scope of the Policy</li> <li>➤ Definition of Terms</li> <li>➤ Certifying Officers</li> </ul>	Mr. Vicente Banda
3:30 – 5:00	<ul style="list-style-type: none"> <li>➤ Procedures on the Processing of CAV/General Instruction</li> <li>➤ A Narrative Procedure at the School</li> </ul>	Ms. Nila G. Quiroy
5:00 – 6:00	<ul style="list-style-type: none"> <li>➤ Flow Chart</li> </ul>	Alona A. Parac
6:00 – 7:00	<ul style="list-style-type: none"> <li>➤ Open Forum</li> <li>➤ Dinner</li> </ul>	
		<b>Emcee : Ms. Ingrid S. Juanday</b>

## **PROGRAM**

Day 2- November 7, 2017

7:00 AM- 7:00 PM

<b>TIME</b>	<b>ACTIVITY</b>	<b>FACILITATORS</b>
<b>Day 2</b>		
7:00 – 8:00	➤ <b>BREAKFAST</b>	
8:30 – 9:00	➤ Prayer	
9:00 – 9:30	➤ Recap	
9:30 – 11:30	<ul style="list-style-type: none"> <li>➤ B. Narrative Procedure at Schools Division Office</li> <li>➤ Flowchart of Procedures</li> </ul>	Ms. Ruth Ursolino AO IV, Division of Tagum City Mr. Jayson Jumangit AOIV, Division of Davao del Norte
12:00 – 1:00	➤ <b>LUNCH</b>	
1:30 – 2:30	<ul style="list-style-type: none"> <li>➤ Narrative Procedure at the Regional Office</li> <li>➤ Flowchart of Procedures/Regional Office</li> </ul>	Ms. Alona A. Parac
2:30 – 5:00	➤ Breakout Session	Ms. Alona A. Parac
5:00 – 5:30	➤ Elevation and Resolution of Issues and Concerns/Problems	Ms. Sylvia A. Guerrero
5:30 – 6:00	<ul style="list-style-type: none"> <li>➤ Monitoring and Evaluation</li> <li>➤ Schedule of Division Roll-out</li> </ul>	Ms. Sylvia A. Guerrero
6:00 – 7:00	➤ <b>DINNER</b>	
	<b>Documentation: Ms. Eleanor Comadizo</b>	<b>Emcee: Ms. Ingrid S. Juanday</b>