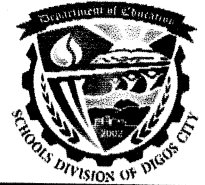




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. **963**, s. 2017

November 21, 2017


**Division Roll-out Activity on the Implementation of DepEd Order No. 48,s. 2017,
Policy and Procedural Guidelines on the Certification, Authentication and
Verification of Basic Education School Records**

To: School Principals/Administrators/Officers-in-Charge
School Registrar/School Records Custodians
Public Elementary, Secondary and Senior High Schools
Private Elementary, Secondary and Senior High Schools
ALS/DALSC Mobile Teachers
Vicente Laburada, Jr.-EPS-ALS/TVL/TLE
Francis Jude D. Alcomendras
Maria C. Jadloc
Myhrra Faye Li. Bontia
Helena O. Solon
Ronald B. Dedace
Julie Anne N. Posadas

1. Pursuant to DepEd Order No. 48,s. 2017 re: "Policy and Procedural Guidelines on the Certification, Authentication and Verification of Basic Education School Records", the Schools Division of Digos will conduct a roll-out activity on November 28, 2017 at Crisbelle Crown Center, Digos City.
2. The roll-out activity aims to:
 - 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. 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. Snacks and lunch for Public School Registrar/School Records Custodians, ALS/DALSC Mobile Teachers, EPS –TLE/TVL/ALS, Facilitators and Regional Personnel/speakers is chargeable against Division HRTD Funds. For Public School Principals/Administrators/Officers-in-Charge is chargeable to their school MOOE and for Private School Principals/Administrators/Officers-in-Charge and School Registrar/School Records Custodians is chargeable against Division MOOE.

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4. Attached is the list of participants per school.
5. 100% attendance is a **MUST**.
6. Immediate dissemination of this Memorandum is desired.


WINNIE E. BATOON, Ed.D.
 Officer in Charge
 Office of the Schools Division Superintendent

DepEd Schools Division of Digos

RELEASED 12515

Date: 21 NOV 2017 Time: 1:00

By: 

Encls: List Enclosures
 References: DepEd Order
 To be indicated in the Perpetual Index under the following subjects:
 RECORDS ADMIN
 ROLL-OUT ACTIVITY CAV

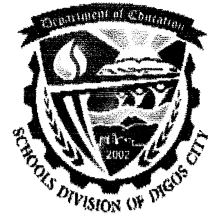
RECORDS SECTION AOIV: Division Roll-out Activity on the Implementation of DepEd Order No. 48,s. 2017, Policy and Procedural Guidelines on the Certification, Authentication and Verification of Basic Education School Records.

November 21, 2017





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



PUBLIC SCHOOLS PARTICIPANTS

| | | |
|----------------------------------|-----------|-----------|
| ELEMENTARY | 36 | 36 |
| JUNIOR HIGH SCHOOL | | |
| >Digos City National High School | 1 | 4 |
| >Matti National High School | 1 | 1 |
| >Goma National High School | 1 | 0 |
| >Dawis National High School | 1 | 0 |
| >Soong Annex | 1 | 0 |
| >Igpit Annex | 1 | 0 |
| >Balabag Annex | 1 | 0 |
| >Aplaya Extension | 1 | 0 |
| >Kapatagan National High School | 1 | 1 |
| >Ruparan National High School | 1 | 1 |
| SENIOR HIGH SCHOOL STAND ALONE | 1 | 1 |
| TOTAL | 47 | 44 |

ALS/DALSC MOBILE TEACHERS

- 1 Romel Wenceslao
- 2 Alvin V. Deiparine
- 3 Elenita R. Dignadice
- 4 Elmer A. Ardiente
- 5 Cheery Lyne N. Nemis
- 6 Job E. Ube
- 7 Scarlet P. Presillas

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Republic of the Philippines
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SCHOOLS DIVISION OF DIGOS CITY
Digos City



PRIVATE SCHOOLS PARTICIPANTS

| NO. | Name of School | NO. of Participants | |
|--------------|---|-------------------------------|------------------------------------|
| | | School Head/ Administrator | Registrar/ Records Custodian |
| 1 | ACCEL Pre-School Inc. | 1 | 1 |
| 2 | ADVENTIST Elem. Sch'l of Digos (San Jose) | 1 | 1 |
| 3 | Ananda Marga Special Academic Institutions (AMSAI) | 1 | 1 |
| 4 | ASIAN ACCELERATED Academy of Digos City Inc. | 1 | 1 |
| 5 | BETHESDA Baptist Christian Academy Digos | 1 | 1 |
| 6 | Cavite Bible Baptist Academy/ The Light House | 1 | 0 |
| 7 | COR JESU College | 1 | 1 |
| 8 | DIGITAL SYSTEM College of Science & Technology | 1 | 1 |
| 9 | Digos Central Adventist Academy (DCAA) | 1 | 1 |
| 10 | Digos Institute Technical Education & Driving School | 1 | 1 |
| 11 | Digos SDA Elem. School (Rizal Ave.) | 1 | 1 |
| 12 | DOK ALTERNATIBO Foundation/Prime Innovation Learning Center | 1 | 1 |
| 13 | Holy Cross Academy, Inc. (HCAD) | 1 | 1 |
| 14 | LITTLE AMBASSADOR Child Development Center of Digos | 1 | 1 |
| 15 | LITTLE HANDS Learning Center of Digos City Inc | 1 | 0 |
| 16 | MARY MEDIATRIX of All Graces Academy | 1 | 1 |
| 17 | MARANATHA CHRISTIAN ACADEMY | 1 | 0 |
| 18 | MINDANAO MONTESSORI School Inc. | 1 | 1 |
| 19 | POLYTECHNIC College of Davao del Sur (PCDS) | 1 | 1 |
| 20 | RHEMA King's Kid Academy, Inc | 1 | 1 |
| 21 | Saver's Technological College of Davao, Inc. | 1 | 1 |
| 22 | Southern Mindanao Computer College (SMCC) | 1 | 1 |
| 23 | SOUTHWILL Learning Center Inc. | 1 | 1 |
| 24 | University of Mindanao Digos College (UMDC) | 1 | 1 |
| 25 | Philippine International Technological School, Inc. | 1 | 1 |
| 26 | Digos City Brilliant Child Academy, Inc. | | 1 |
| TOTAL | | 25 | 23 |

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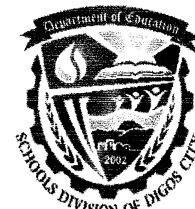


Republic of the Philippines
Department of Education

Region XI

SCHOOLS DIVISION OF DIGOS CITY

Digos City



ACTIVITY MATRIX

| TIME | ACTIVITY | FACILITATORS |
|-------------|---|---|
| 7:30-8:00 | Arrival of Participants/Registration | |
| 8:00-8:30 | Opening Program | |
| | > National Anthem | AVP PRESENTATION |
| | > Prayer | AVP PRESENTATION |
| | >Introduction of Participants | MS. MYHRRRA FAYE LL. BONTIA |
| | >Welcome Remark | MR. FRANCIS JUDE D. ALCOMENDRAS |
| | >Inspirational Message | WINNIE E. BATOON,Ed.D. |
| 8:30-8:45 | >Rationale and Activity Objectives | MS. MARIA C. JADLOC |
| 8:45-9:45 | >Scope of the Policy | MS. MYHRRRA FAYE LL. BONTIA / MS.HELENA O. SOLON |
| | >Definition of Terms | |
| | >Certifying Officers | |
| 9:45-10:45 | >Flow Chart (School Level) | MS. NILA G. QUIROY |
| 10:45-12:00 | >Flow Chart (SDO-ALS,PEPT & A&E) | MS. ALONA A. PARAC |
| 12:00-1:00 | >LUNCH | |
| 1:00-2:00 | >Flow Chart of Procedures (SDO) | MS. ALONA A. PARAC |
| 2:00-3:00 | >Flowchart of Procedures (Regional Office) | MS. ALONA A. PARAC |
| 3:00-4:00 | >Simulation | |
| 4:00-4:30 | >Elevation and Resolution of Issues and Concerns/Problems | REGION AND DIVISION TWG |
| 4:30-5:00 | Closing Program | |
| | >Closing Remarks | MELANIE ESTACIO, Ed.D. |
| | >Giving of Certificates | WINNIE E. BATOON,Ed.D. |

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