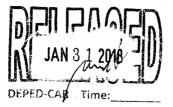


### Republic of the Philippines DEPARTMENT OF EDUCATION

#### **CORDILLERA ADMINISTRATIVE REGION**

Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph | Email: car@deped.gov.ph





January 29, 2018

REGIONAL MEMORANDUM NO. 043 · 2018

To:

**Schools Division Superintendents** 

All concerned

Subject:

ORIENTATION ON POLICY AND PROCEDURAL GUIDELINES ON THE CERTIFICATION, AUTHENTICATION AND VERIFICATION OF BASIC EDUCATION SCHOOL RECORDS

- 1. The Department of Education has approved a Policy and Procedural Guidelines on the Certification, Authentication of Basic Education School Records. In view of this, an orientation of selected certifying officers who will be directly involved in the implementation thereof is necessary. Hence, the proposed conduct of this activity for them to be held on February 22, 2018 at Eurotel Corp III, Baguio City.
- 2. The activity of this PPG for the Certifying Officers shall enable them to fully understand the following salient features of the said Policy and Procedural Guidelines:
  - 1. Standardized processes and procedures;
  - 2. Uniform step by step guidelines;
  - Levels of responsibility and accountability and accountability across all units and personnel;
  - 4. Security measures to eliminate incidence of fraudulent transactions; and
  - 5. Standard forms to be used by all units and personnel.
- 3. Participants to the orientation are the following:

RD	1
ARD	1
Facilitators/speakers	4
4 elementary school heads from each SDO	32
4 secondary school heads from each SDO	32
SDO Administrative Officers V	8
Division Records Officers	8
1 Representative from private schools (with both elementary and secondary schools) from each SDO to be identified by the concerned SDO	8
Regional Office	6
TOTAL	100

4. Board and lodging of Participants will be charged against regional office HRDD funds while travelling and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations except participants from the private schools who shall shoulder their own travelling expenses.

Contact Numbers (Area Co	de: 074):						
Office of the Regional Dire	ector 422-1318	Administrative Division	422-1804	I CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434



## Republic of the Philippines DEPARTMENT OF EDUCATION

#### **CORDILLERA ADMINISTRATIVE REGION**

Wangal, La Trinidad, Benguet, 2601 Website: <u>www.depedcar.ph</u> | Email: <u>car@deped.gov.ph</u>



- 5. Participants are expected to arrive and check in at 2:00 P.M. of February 21, 2018. The first meal is dinner of the same date. Last meal shall be P.M. snacks on February 22, 2018. Check out time is 12:00 noon of said date.
- 6. All participants shall send their confirmation slip (form attached) to the Administrative Division or thru email at adm.depedcar@gmail.com not later than February 15, 2018.
- 7. For information, guidance and compliance.

MAY B. ECLAR, Ph. D., CESO V Afficer-In-Charge Office of the Regional Director

ADMIN/CDAD/sbd

## Republic of the Philippines Department of Education CORDILLERA ADMINISTRATIVE REGION

# ORIENTATION 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)

February 22, 2018, Eurotel Corp III, Baguio City

#### REGISTRATION AND CONFIRMATION FORM

Name	<u>:</u>			
Position	•	GENDER:		
Division	<u></u>			
Office			•	
Email Address	<u> </u>	Telephone No	)	
Signature				
APPOVED BY:				
Signature over F	Printed Name of			

**Approving Authority**