



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

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



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JAN 31 2018

January 29, 2018

DEPED-CAR Time: _____

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;
3. 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 Code: 074):

| | | | | | | | |
|---------------------------------|----------|-------------------------|----------|------------------|----------|--------|----------|
| Office of the Regional Director | 422-1318 | Administrative Division | 422-1804 | 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 |




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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
Officer-In-Charge
Office of the Regional Director

ADMIN/CDAD/sbd

Contact Numbers (Area Code: 074):

| | | | | | | | |
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Department of Education
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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 : _____
Position : _____ GENDER: _____
Division : _____
Office : _____
Email Address : _____ Telephone No. _____

Signature

APPROVED BY:

Signature over Printed Name of
Approving Authority