



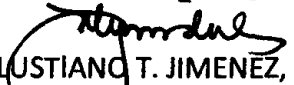
Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

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DIVISION MEMORANDUM

No. 575 s. 2017

TO : Assistant Schools Division Superintendent
Public Schools District Supervisor
Public Secondary School Heads
Private School Heads
District ALS Implementers
District Elementary & Secondary Records Custodian/Registrars
Senior High School Registrars

FROM : 
SALUSTIANO T. JIMENEZ, CESO VI
OIC-Assistant Regional Director
Concurrent Schools Division Superintendent

SUBJECT : DIVISION ORIENTATION PROGRAM ON THE IMPLEMENTATION OF THE
POLICY AND PROCEDURAL GUIDELINES ON THE CERTIFICATION,
AUTHENTICATION & VERIFICATION OF BASIC EDUCATION SCHOOL
RECORDS

DATE : October 18, 2017

1. In order to provide a proper and appropriate guidance and direction to all concerned with a standard & uniform policy, procedures & guidelines in the processing of CAV transactions pertaining to Basic Education School Records, this Office announces a Division Orientation Program on the Implementation of the Policy and Procedural Guidelines on the Certification, Authentication and Verification of Basic Education School Records.



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2. This will be done in batches as follows:

DATE	TIME	PARTICIPANTS	VENUE
November 7, 2017	8:00 – 12:00 AM	Second Congressional District Public Secondary School Heads, District ALS Implementers, DISTRICT Elementary & Secondary Registrars, Senior High School Registrars	3/f, DepEd, Division Office Conference Hall
November 7, 2017	1:00 – 5:00 PM	First Congressional District Public Secondary School Heads, District ALS Implementers, DISTRICT Elementary & Secondary Registrars, Senior High School Registrars	3/f, DepEd, Division Office Conference Hall
November 8, 2017	8:00 – 12:00 AM	Third Congressional District Public Secondary School Heads, District ALS Implementers, DISTRICT Elementary & Secondary Registrars, Senior High School Registrars	3/f, DepEd, Division Office Conference Hall
November 8, 2017	1:00 – 5:00 PM	Private School Heads	3/f, DepEd, Division Office Conference Hall

- Participants are directed to bring with them a copy of DepEd Order No. 48 s. 2017 (Policy and Procedural Guidelines on the Certification, Authentication and Verification of Basic Educational School Records).
- Traveling and other incidental expenses are chargeable against local/School MOOE funds subject to the usual accounting and auditing rules and regulations while meals and snacks are chargeable against HRTD funds.
- This serves as Travel Order.
- For compliance.