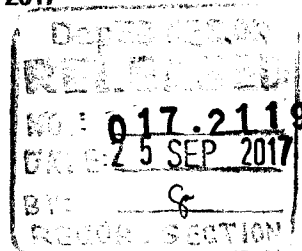


SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division
Capitol Area, Dumaguete City

September 25, 2017

TRAVEL ORDER
NO. 731, s. 2017



TO : MR. DENNIS CHARL F. ANDALAJAO - SEPS, M&E
MR. RYAN VILLAVECENCIO - LEGAL ASSISTANT
MS. TARA GAY S. DAPAT - RECORDS OFFICER
DR. DONRE MIRA - ALS COORDINATOR
MR. ARNOLD R. JUNGCO - PRINCIPAL, NOHS

OFFICE : Division of Negros Oriental

PURPOSE : To attend the ROLL-OUT PROGRAM/ORIENTATION ACTIVITY ON THE IMPLEMENTATION OF DEPED ORDER NO. 48, S. 2017 (THE POLICY AND PROCEDURAL GUIDELINES (PPG) ON THE CERTIFICATION, AUTHENTICATION AND VERIFICATION OF BASIC EDUCATION SCHOOL RECORDS)


DATE OF TRAVEL : SPETEMBER 27, 2017

VENUE/PLACE : MAXWELL HOTEL, ESCARIO ST. CEBU CITY

ALLOWED/CHARGED TO: (DIVISION MOOE/REGIONAL HRTD funds, subject to the accounting and auditing rules and regulations)

X : Transportation/per diem and other incidental expenses (Division MOOE funds)
 X : Board and Lodging (Regional HRTD funds)

Note: Check-in is on September 26, 2017 and check-out is on September 27, 2017. For other details, see attached communication.


LELANIE T. CABRERA
ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
SALUSTIANO T. JIMENEZ, CESO VI
OIC-Office of the Assistant Regional Director
Concurrent Schools Division Superintendent



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



SEP 19 2017

D: 9/20/17
8

REGIONAL MEMORANDUM

NO. 0654 S. 2017

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

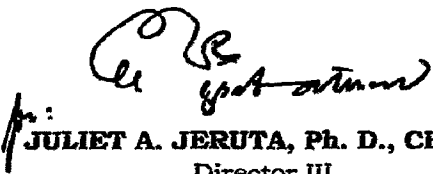
TO : **ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

1. The Department Of Education has approved a Policy and Procedural Guidelines on the Certification, Authentication and Verification of Basic Education Schools Records. In view of this, a Roll-out / 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 September 27, 2017 at DepEd Ecotech, Sudlon, Lahug, Cebu City.
2. The activity on this PPG for the Certifying Officers shall enable them to fully understand the following salient features of the said PPG:
 - a. Standardized processes and guidelines;
 - b. Uniform step by step guidelines;
 - c. Levels of responsibility and accountability 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. Attached is the Distribution Matrix of the expected Participants, including the Working Committee to this activity. All concerned are requested to refer to the **NOTES** provided in the Distribution Matrix and ensure their attendance.

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7328; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EQA 2015: Kawapatan ng Lahat, Pananagutan ng Lahat"

4. Expenses to be incurred for the board and lodging of Participants shall be chargeable against Regional HRTD funds, subject to the usual accounting and auditing rules and regulations.
5. Charging of applicable expenses for this activity shall be as follows:
 - 5.1 Travel expenses of participants shall be charged to their respective local funds;
 - 5.2 Travel expenses of 1 from the Central Office shall be charged to Regional MOOE funds; andThe proper charging shall be subject to the usual accounting and auditing rules and regulations.
6. Participants are expected to arrive on September 26, 2017. Check-in of participants is on September 26 at 12:00 noon. The first meal is **Dinner** on the same date. Check-out of the participants shall be on September 27, 2017 and the last meal is P.M. snacks. The members of the Regional Working Committee are expected to arrive on September 26, for the initial meeting and other preparations. The first meal of the Working Committee breakfast on the same date and last meal is Dinner on September 27, 2017. The program proper shall start at 8:00 a.m. on September 27, 2017.
7. All Participants shall send their Confirmation Slip (form attached) to the Administrative Division (Records Section) thru fax (032) 231-1309, 414-7399 or thru email mitchelin.micabani@deped.gov.ph not later than September 25, 2017.
8. For more information, all concerned may contact **Ms. Mitchelin L. Micabani** thru Administrative Division (Records Section), DepEd Region VII Office through Tel No. (032) 6233-47-69.
9. Immediate dissemination of this Memorandum is desired.


for:
JULIET A. JERUTA, Ph. D., CESO V
Director III
OIC-Regional Director

**ROLL-OUT PROGRAM/ ORIENTATION ACTIVITY ON THE
IMPLEMENTATION OF THE POLICY AND PROCEDURAL GUIDELINES
(PPG) ON THE CERTIFICATION, AUTHENTICATION AND VERIFICATION
OF BASIC EDUCATION SCHOOL RECORDS**

September 27, 2017

LIST OF REGIONAL WORKING COMMITTEE

NO.	NAME	POSITION	OFFICE
1	VICTOR V. YNTIG	Chief Administrative Division	Region Office VII
2	MITCHELIN L. MICABANI	Administrative Officer V (Records Officer III)	Region Office VII
3	RONALD G. GUTAY	Schools Division Superintendent	Siquijor
4	MARCELO K. PALISPIS	Assistant Schools Division Superintendent	Tagbilaran City
5	MARINA SALAMANCA	Assistant Schools Division Superintendent	Bohol
6	ROMEO MEJIA	Principal III	Cebu Province
7	GENOVEVA COMPRA	Administrative Officer IV (Records Officer II)	Cebu City
8	MELANIE BORCES	AAIII, Records Officer	Naga City
9	ROSALIE ANGANA	Registrar	Cebu City
10	SDOs Records Officers		19 Divisions

**ROLL-OUT PROGRAM/ ORIENTATION ACTIVITY ON THE
IMPLEMENTATION OF THE POLICY AND PROCEDURAL GUIDELINES
(PPG) ON THE CERTIFICATION, AUTHENTICATION AND VERIFICATION
OF BASIC EDUCATION SCHOOL RECORDS**

September 27, 2017

REGISTRATION and CONFIRMATION FORM

Name: _____

Position : _____

Division : _____

Office: _____

Email Add: _____

Office Tel. No. _____

Email Add: _____



Signature

Recommending Approval:

Approved by:

Signature over Printed Name
of Immediate Supervisor

Signature over Printed Name
of Approving Authority

**ROLL-OUT PROGRAM / ORIENTATION ACTIVITY
ON THE IMPLEMENTATION OF DEPED ORDER NO. 48, S. 2017 / REGIONAL MEMORANDUM NO. 640, S.
2017 (POLICY AND PROCEDURAL GUIDELINES ON THE CERTIFICATION, AUTHENTICATION,
AND VERIFICATION OF BASIC SCHOOL RECORDS)**

September 27, 2017

DepEd Ecotech, Lahug, Cebu City

PROGRAM OF ACTIVITIES		
TIME	WHAT	WHO
7:00-8:00am	Genoveva Compra & Rosalie Angana	
8:00am	Honoring Thy Flag	
	A Moment with the Lord	ROMEO MEJIA Principal III, Cebu Province
8:10am	Warm Embracing Message	VICTOR V. YNTIG Chief Administrative Officer DepEd Region VII
8:30am	Inspiring Everyone of Us	JULIET A. JERUTA , Ph., D., CESO V Director II, Deped Region Office VII
8:35am	Who Are We Here?	MITCHELIN L. MICABANI Administrative Officer V Region Office VII
9:10am	Why Are We Here?	MS. IDA F. CABANTAN Supervising Administrative Officer Region Office VII
9:10-9:30 am	Rationale	RONALD GUTAY, Ed.D. SDS, Division of Siquijor
9:30-10:00 am	Definition of Terms	MARCELO K. PALISPIS, Ed.D. ASDS, Tagbilaran City Division
10:00-12:00	CAV Procedures	MITCHELIN L. MICABANI Administrative Officer V Region Office VII
12:00nn-1:00 pm	Lunch	
1:00-1:30 pm	M & E	VICTOR V. YNTIG Chief Administrative Officer DepEd Region VII
1:30- 2:30 pm	Break-Out Discussion	
2:30 AM	Plenary Activity	
2:30 AM	Presentation of Matters from Break-Out Discussion	
	School Heads of Public Schools	Moderator: ROMEO MEJIA
	Division Records Officers	Moderator: MELANIE BORCES & GENOVEVA COMPRA
		Moderator: VICTOR V. YNTIG
	Assistant Schools Division Superintendents	Moderator: DR. MARINA SALAMANCA
	Schools Division Superintendents	Moderator: DR. RONALD GUTAY
	ALS Coordinator	Moderator: DR. MARCELO K. PALISPIS
3:30 PM	Division Roll-out Schedule	Moderator: MITCHELIN L. MICABANI
4:30 PM	Concluding Remarks	DR. MARINA SALAMANCA
5:00 PM	Distribution of Certificate of Appreciation	
Masters of Ceremony: ROMEO MEJIA & MELANIE BORCES		

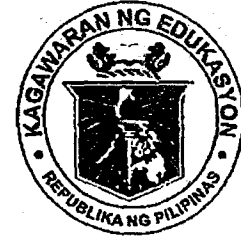
REQUIRED PARTICIPANTS	DISTRIBUTION OF PARTICIPANTS (@ 1 Participant per Position and Division Distribution Below)																	
	Bais City Division	Bayawan City Division	Bohol Division	Cebu Province	Cebu City	Marikina City	Dumaguete Lapu-Lapu City	Mandaue City	Negros Oriental Division	Siquilor Division	Tagbilaran City	Talisay City	Tenjoy City	Toledo City	Gulhungan City	Rego City	Carcar City	Naga City
1 Schools Division Superintendent/Assistant Schools Division Superintendent	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2 Administrative Officer V	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3 Records Officer	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4 Division ALS Coordinator	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
5 Secondary School Principal (OF BIGGEST PUBLIC SCHOOLS)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Total	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5

NOTE:

1. Participants should be the incumbents of the position in the Division
2. Participants are encourage to bring a hard copy of DepEd Order No. 48, s. 2017/Regional Memorandum No. 640, s. 2017 (THE POLICY AND PROCEDURAL GUIDELINES (PPG) ON THE CERTIFICATION, AUTHENTICATION AND VERIFICATION OF BASIC EDUCATION SCHOOL RECORDS)




REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



DepEd R7 Advisory No. 75, s. 2017
September 22, 2017

**ROLL-OUT ROGRAM / ORIENTATION 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)**

1. This is to advise all participants that the venue for the **ROLL-OUT ROGRAM / ORIENTATION 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)** on September 27, 2017 is The Maxwell Hotel, Escario St, Cebu City, Cebu.
2. Participants are requested to bring a hard copy of DepEd Order No. 48, s. 2017 (THE POLICY AND PROCEDURAL GUIDELINES (PPG) ON THE CERTIFICATION, AUTHENTICATION AND VERIFICATION OF BASIC EDUCATION SCHOOL RECORDS).
3. For more information, all concerned may contact **Mitchelin L. Micabani**, Records Section-Administrative Division, DepEd Region 7 Office through Tel. No. (032) 6233-47-69 and email address: mitchelin.micabani@deped.gov.ph
4. Please be guided accordingly.


JULIET A. JERUTA, Ph. D. CESO V
Director III
Officer-in-Charge

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EQA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"