



DepEd - Division of Catanduanes  
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Republic of the Philippines  
Department of Education  
Region V - Bicol

**TANGGAPANG PANSANGAY NG CATANDUANES**

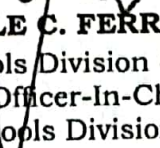
5 February 2025

DIVISION MEMORANDUM  
No. 109 s. 2025

**SIGNING OF CERTIFICATES OF PARTICIPATION AND APPEARANCE  
IN DIVISION LEVEL ACTIVITIES**

To: Assistant Schools Division Superintendent  
SDO-based Personnel  
School-based Personnel  
All Others Concerned

1. To properly record and facilitate the signing of certificates for **division level activities** by the Officer in Charge of the Schools Division Superintendent, electronic signatures shall be used beginning February 10, 2025 onwards.
2. For such a purpose, the process of requesting signature and releasing certificates for division level activities are detailed in the enclosure to this memorandum.
3. Non-compliance with the requirements will mean no processing in the Information Communications Technology Unit (ICTU) of the SDO.
4. Strict compliance with this memorandum is desired.

  
**CECILE C. FERRO CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

OSDS/ICT/JBM  
02/05/2024



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**TANGGAPANG PANSANGAY NG CATANDUANES**

Enclosure 1 to the Division Memorandum No. 109 s. 2025

**PROCESS OF REQUESTING AND RELEASING OF CERTIFICATES  
IN DIVISION LEVEL ACTIVITIES**

Steps	Activity	Duration	Persons Involved
1	<p>The Program Owner provides the following documents to the ICTU:</p> <ol style="list-style-type: none"><li>1. Accomplished Request Form with the email of the program owner</li><li>2. Signed Division Memorandum on the activity to be conducted</li><li>3. Softcopy of the Certificate of Participation and Appearance in Word file with names of the participants sent to email: <a href="mailto:ictunit.ctd@deped.gov.ph">ictunit.ctd@deped.gov.ph</a></li><li>4. Softcopy of the list of expected participants in Excel file with the following data: Name (First Name, MI, Last Name), Position Title, School ID, School Name, District and DepEd Email Address.</li></ol> <p><i>Notes:</i></p> <ol style="list-style-type: none"><li>1. Pre-registration of participants shall be required by the process owner to facilitate submission of the list of participants to the ICTU</li><li>2. Softcopy of the templates to be used will be provided by the ICTU to the program owner through the MS Teams channel for School ICT Coordinators.</li></ol>	At least one (1) week before the activity	Program Owner,  ICTU Personnel,  School ICT Coordinators
2	<p>The ICTU Personnel shall:</p> <ol style="list-style-type: none"><li>1. Assign a unique code for each certificate</li><li>2. Input the name of the participants in the database</li><li>3. Attach the e-signature of OIC-SDS to the certificates</li><li>4. Send the signed Certificates to the email provided by the program owner</li></ol>	Within 1 to 5 days (depending on the number of participants)	ICTU Personnel
3	<p>The program owner shall print the signed certificates sent by the ICTU</p>	Within 1 day	Program Owner
4	<p>Certificates shall be released to the participants</p> <p><i>Note:</i> A written request must be submitted to the Office of the SDS in case of replacement of participant/certificate</p>	During the activity	Program Owner



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