



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 25, 2025

DIVISION MEMORANDUM

No. 390 s. 2025

ISSUANCE OF CERTIFICATE OF APPEARANCE IN SDO CATANDUANES

To: Assistant Schools Division Superintendent
SGOD & CID CES and Personnel
OSDS Unit Heads and Personnel
Public School Heads
All Others Concerned

1. To reduce transaction time and ensure client feedback, there will be **no more signing of Locator Slips** in the various offices of the Schools Division Office (SDO) during regular transaction days. Instead, the system generated **Certificate of Appearance** at the lobby will be the proof of transaction in the SDO especially for travel claims of those coming from the schools.
2. In case the machines are not working during the transaction period, a **Certificate of Appearance** may be requested from **Administrative Officer V for Admin Ms. Eva S. Tolentino** in her office. A Certificate of Appearance shall be issued by the AOV upon submission of the Client's Feedback Form.
3. For **Division Level activities** like conferences, contests and Learning & Development sessions (trainings and workshops), the signatory for the **Certificate of Appearance** will be the **OIC-Assistant Schools Division Superintendent, Dr. Delfin A. Bondad**.
4. The Certificate of Appearance for signature must be submitted to the Office of the ASDS **at least one week prior to the activity** to give the OIC-ASDS enough time to sign them. It is a must that the memorandum for the activity is attached to the letter requesting for his signature. (The Certificate of Participation shall still be signed by the OIC-SDS to avoid issues, especially during assessments for promotion.)
5. These processes shall take effect on **May 2, 2025** onwards.
6. Concerns on these processes may be raised to the OIC of the Office of the SDS in writing or through the appropriate channels in the Microsoft (MS) Teams.
7. This memorandum is issued for the information and compliance of all concerned.

CECILE C. FERRO CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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