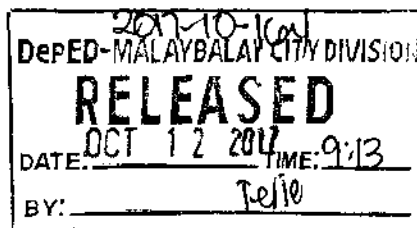




DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Hi-way, Casisang., Malaybalay City
Website: <http://depedmalaybalay.net>



DIVISION MEMORANDUM

No. 525 s. 2017

TO : **Public Schools District Supervisors
Elementary and Secondary School Heads (Public and Private Schools)
All Others Concerned**

FROM: *[Signature]*
**EDILBERTO L. OPLENARIA, CESO VI
MOIC, Schools Division Superintendent**

Date: October 10, 2017

Re : **Participation to the Seminar on the Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education School Records**

1. Pursuant to DepEd Order No. 48, s. 2017 re: Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education School Records, all School Heads of both Public and Private Schools and Registrars of Senior High Schools are directed to attend the Seminar on the Policy and Procedural Guidelines on CAV of Basic Education School Records on October 16, 2017 at Loiza's Pavilion, Malaybalay City.
2. In case of conflicting work schedule, the school head may authorize the School Registrar or Records In-Charge to represent him/her. It is advised that Authority to Travel will be issued by the School Head to the School Representative.
3. A registration fee of Three Hundred Pesos (P300.00) shall be collected from each participant to cover meals and snacks. Registration fee and travelling allowance of participants are chargeable against school funds.
4. For compliance.

Copy furnished:
Records Unit

TO BE POSTED IN THE WEBSITE