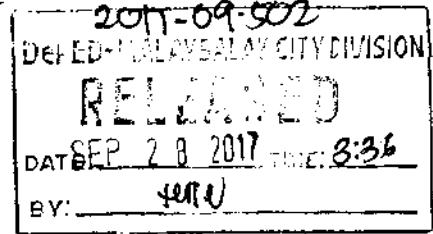




DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
 Sayre Hi-way, Casisang., Malaybalay City
 Website: <http://depedmalaybalay.net>



DIVISION MEMORANDUM

No. 565 s. 2017

TO : Public Schools District Supervisors
 Elementary and Secondary School Heads (Public)
 Elementary and Secondary School Heads (Private)
 Thru: Maitelle B. Israel
 OIC, SEPS in M & E
 All Others Concerned

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

Date: September 28, 2017

Re : **SUBMISSION OF UPDATED LIST OF SCHOOL HEADS WITH THEIR SPECIMEN SIGNATURES AND CONTACT NUMBERS**

- 1 Pursuant to the herein Regional Memorandum No. 433, s. 2017 re: Regionwide Implementation of the Policies and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education School Records, this Office reiterates the submission of an Updated List of School Heads with their Specimen Signatures (paragraph 2).
- 2 Consistent thereto, this Office hereby directs all District Offices to submit an Updated List of School Heads with their Specimen Signatures (hard copy) on September 29, 2017 to this Office Attention: Florabelle R. Porras, AO IV-Records using the suggested template:

Name of School	Name of School Head	Specimen Signature	Contact Number

3. The same listings will be forwarded by this Office to the Regional Office X for their information and guidance. Moreover, this Office requires additional information such as the contact numbers which will be forwarded to the Regional Office for efficiency purposes in case when there are further queries and clarification on the processing of the CAV.
4. For immediate compliance.

Encl.: As stated
 Copy furnished: Records Unit

TO BE POSTED IN THE WEBSITE



27 SEP 2017

7216
RELEASED

September 25, 2017

REGION MEMORANDUM

No. 433, s. 2017

REGIONWIDE IMPLEMENTATION OF THE POLICIES AND PROCEDURAL GUIDELINES ON THE CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) OF BASIC EDUCATION SCHOOL RECORDS

To: Schools Division Superintendents
Assistant Schools Division Superintendent
Public & Private Elementary & Secondary School Heads
All others concerned

1. Pursuant to the issued DepED Order No. 48, s. 2017 entitled "*Policy and Procedural Guidelines on the Certification, Authentication and Verification of Basic Education School Records*", dated August 25, 2017, this Office is reminding all division offices of its immediate and strict compliance.
2. With the ample time given to the division offices to roll-out/orient all School Heads of the new policies and guidelines on CAV, the updated list of school heads and their specimen signatures in soft or hard copy is to be submitted to this Office before the end of this month, September 30, 2017.
3. Likewise, aware of the need to establish a reliable database for this purpose, the division offices are reminded to submit the Enrollment List per school, List of school graduates and School Form 5. For graduates from private secondary schools, the List of graduates with Special Order. All documents stated may be submitted in either soft or hard copies starting School Year 2017-2018 and thereafter. Further plans will be made on how this can be effected for previous years files.
5. The following are the official email address and contact numbers set for this purpose:

Email Address: region10@deped.gov.ph
Cell No. – 0917-309-2042
Landline – (088) 880-7071 or 880-7072, local 206

6. Immediate and wide dissemination of this Memorandum is desired.

per. [unclear] [unclear]
ALLAN G. FARNAZO
Director IV

Admin/records