



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet 2601



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DIVISION MEMORANDUM

NO. 062

To: School District Supervisors, Coordinating Principals
Heads, Public Secondary Schools
Representative of Private Schools

MAR 21 2018

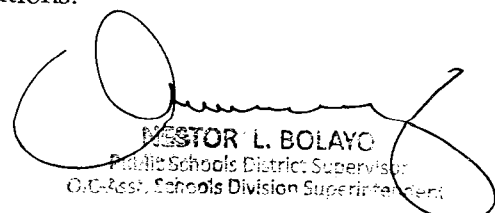
Subject: ORIENTATION ON POLICY AND PROCEDURAL GUIDELINES ON THE
CERTIFICATION, AUTHENTICATION AND VERIFICATION OF BASIC
EDUCATION SCHOOL RECORDS, A Re-echo to DepEd Benguet Division

Date: March 28, 2018

1. The Department of Education has approved a Policy and Procedural Guidelines on the Certification, Authentication of Basic Education School Records. In view of this, an orientation of 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 March 28, 2018 at Adivay Hall, Division of Benguet.
2. The activity of this PPG for the Certifying Officers shall enable them to fully understand the following salient features of the said Policy and Procedural Guidelines:
 - a. Standardized processes and procedures;
 - 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; and
 - e. Standard forms to be used by all units and personnel.
3. Participants to the orientation are the following:

Heads, Public Secondary Schools	59
Private Schools Representative	1
PSDS's/CP's	14
Facilitators/Speakers	10
DO Personnel	6
TOTAL	90

4. Travel and other incidental expenses shall be charged against local funds subject to usual accounting and auditing rules and regulations.


NESTOR L. BOLAYO
Public Schools District Supervisor
O.C.-Res. Schools Division Superintendent